



3.	<p><b>Reports</b></p> <p><b>a: Secretary (PU)</b></p> <p>(i) Charity Commission: The Annual Return was submitted on October 14<sup>th</sup>. An mail from the Charities Commission on 4<sup>th</sup> November included changes to the Charities Act 2022 relating to payment to trustees for ‘providing goods to a charity in certain circumstances’ and notice of a ‘new, improved sign-in process for charities and their trustees’.</p> <p><b>2. Network News</b></p> <p>The latest newsletter included a message from Joan Hogg, (now retired) Regional Trustee, a u3a ‘Print at Home’ poster, an Awareness Events Calendar, Christmas Zoom Quiz poster and LCC Heritage Services update.</p> <p><b>3. Third Age Trust</b></p> <p>The October newsletter included details of upcoming workshops. If possible, Mike would attend the ‘Constitution: an Overview’ workshop on November 29<sup>th</sup>.</p> <p><b>b. Beacon Administrator (PB)</b></p> <p>(i) Phil reported that a number of operational issues had been addressed and that emails were now being delivered successfully to all addresses. An online training session on November included advice to u3as to remind Beacon users to ‘respect the terms and conditions’ from time to time, eg annually’. (Phil to action) ; notice of changes to the login process for the Members Portal late this year or early next and that the £80,000 spent on the Beacon Upgrade project had been recovered by TAT.</p> <p>(ii) Bev to send details of Lu3a groups to Phil, once they are formally Cu3a members.</p> <p>(iii) Phil to organise Beacon training for GLs, including those joining from Lu3a.</p> <p>(iv) The newsletter request poll to be updated in time for the January newsletter.</p> <p><b>Alternatives to Beacon</b></p> <p>(i) Transfer of information: Phil told the meeting that other u3as had found the transfer of information to Simple Membership easy, although those responding were not currently Beacon users. The transfer would take only a couple of days, but could take considerably longer for everyone to get used to it.</p> <p>(ii) The existing trial system could be used for training.</p> <p>(ii) Membership issues: It appeared that bar coded membership cards could be in place early in the new year. Garry to send a list of other issues to Phil.</p>	<p>MH</p> <p>PB</p> <p>BG</p> <p>PB</p> <p>GR</p>

<p>(iv) Bob foresaw no significant problems with the SM financial system, though he highlighted the importance of maintaining group accounts during the transition.</p> <p>(v) Garry suggested that mid-way through June would be best time to initiate the change.</p> <p>(iv) After discussion, it was proposed and agreed (with one abstention) <i>That Cu3a move towards adopting the Simple Membership management system, to be ratified at the next Committee meeting after the March AGM.</i></p> <p>(v) Phil to write a piece for News and Views outlining the pros and cons of the Simple Membership system.</p>	<p>PB</p>
<p><b>c. Groups Coordinator (BG)</b></p> <p>(i) Bev's report included feedback on the Group Leaders meeting last month, attending by 49 GLs, including 8 members of Loughborough u3a. One issue discussed had been emergency contact details for members. Bev made the point that GDPR regulations (Legitimate Interest) simply allowed for group leaders to collect this information. Pam observed that the ICE cards, currently on the website for GLs to print off, did not comply with the regulations. Notes from the meeting would be sent to Committee members as well as group leaders.</p> <p>(ii) It was confirmed that Lu3a groups transferring in January would be open to Cu3a members. The website would then need to be updated and a list published in News and Views; postal members to be sent a revised list.</p>	<p>BG</p>
<p><b>d. Membership Secretary (GR)</b></p> <p>(i) Garry reported that there were currently 972 members, with 10 resignations and 134 still to renew. He was pleased that an increasing number were renewing via BACS. Over 50 applications had been received from Lu3a members, which were being processed. At the end of the month Garry would be contacting people by phone who had not yet renewed. Bev would remind GLs to check their Beacon lists, where those members yet to renew were highlighted in red, while Phil would check to see whether Simple Membership had a corresponding system.</p> <p>(ii) Garry to check the cost of 200 lanyards for membership cards.</p>	<p>BG PB GR</p>
<p><b>e. New Members Liaison (MK)</b></p> <p>Margaret reported that she had contacted 11 new members. She would be attending the upcoming Lu3a monthly meeting.</p>	
<p><b>f. Treasurer (BP)</b></p> <p>(i) Bob clarified an entry related to subscriptions in his report.</p> <p>(ii) Though there had not been a great deal of expenditure last month, he was expecting an increase next month as a result of catering costs for the GL meeting.</p>	

	<p>(iii) It was confirmed that where individual group accounts needed to be examined, the examiner could be a group member, provided that they are not a family member or close associate. Group members should be shown a copy of their group's financial report for the year. Where payments go direct from group members to an organisation, there is no need for a report.</p> <p><b>g. Web Manager (HR FOR TW)</b></p> <p>(i) Having been granted limited access to the website, Peter Reid had uploaded the newsletter.</p> <p>(ii) Helen had sent the November Calendar of Events to Tony, who had uploaded them before going away.</p>	
4.	<p><b>Legitimate Interest – Membership</b></p> <p>Held over to next month's meeting.</p>	
5.	<p><b>Complaints and Disciplinary Procedures</b></p> <p>(i) Pam explained that the Disciplinary Procedure adhered to the current TAT sample document and 'sets out how Charnwood u3a will approach problems related to a breach or suspected breach of the agreed Code of Conduct by a member or Trustee'. She highlighted sections relating to confidentiality, the need for clear documentation at all stages, the right of appeal, and that Cu3a would strive to settle issues informally before invoking formal procedures. The Procedure was adopted unanimously.</p> <p>(ii) Committee agreed changes to the Complaints Policy and Procedure to bring it in line with the Disciplinary Procedure.</p> <p>(iii) Pam to check that Cu3a policies on Data Protection, Privacy and Safeguarding were up to date.</p>	PU
6.	<p><b>Review of Programme Secretary Performance</b></p> <p>(i) Committee members agreed unanimously that GC had arranged a good Speaker Programme.</p> <p>(ii) Mike to inform the Programme Secretary in writing (and asking for confirmation of receipt) that provided he met the responsibilities listed in his role description, particularly those relating to speaker contact details, the situation would remain unchanged. When sending speaker contact details, GC should ask addressees for confirmation of receipt.</p> <p>(iii) In regard to the scheduling of the Scottish Dancing presentation, it was confirmed that this would not be expected to coincide with the AGM in March. An email trail had clearly demonstrated that GC had received all the relevant correspondence.</p>	MH

7.	<p><b>Monthly Meetings Survey</b></p> <p>Tony to be asked to make the agreed amendments and to upload the survey onto the website for members to complete. Mike would then email members, while printed copies would be sent to postal members with the next edition of News and Views. Tony to send Helen a Word version.</p>	<p>TW</p> <p>MH</p> <p>HR/TW</p>
8.	<p><b>Succession planning</b></p> <p>Held over to next month's meeting, to be discussed alongside AGM planning.</p>	
9.	<p><b>AOB</b></p> <p>None</p>	
10	<p><b>Date and Time of next meeting:</b> Wednesday December 14th, 10.am</p> <p><b>The meeting closed at 12.07</b></p>	