



Minutes of the U3A Thames Valley Network Representatives' Meeting held at Benson Parish Hall, OX10 6LZ

**on
Thursday 27th July 2017**

Present:

Committee: Susie Berry, Chairman (Ridgeway); Avis Furness, Vice-Chairman (Reading); Derek Randall, Treasurer (Thame & District); Anne Marie Lord, Secretary (Chinnor & District); Len Smith, website support (Wokingham); Patsy Thornton, Events (Wokingham), Gill Le Du (Henley).

Regional Trustee: Hilvary Robinson and Bob Duckmanton.

Third Age Trust: Pam Jones (Chairman)

Representatives: Fay Sinai (Abingdon), Norman and Esme Dutton (Banbury), Derek Jackson, Michael Jackson (Bracknell Forest), Ian and Josephine Wright (Carterton), Geoff Glover and Tony Darbyshire (Chalfonts), Peter Metcalf (Chiltern), Shirley Rouse, Fred and Kath Carter (Didcot and District), Gillian Thomas and Robert Edwards (Goring Gap), Sandra Matthews, Christine Townsend, Mike Price, Ann Powell and Cliff Coxhill (Greater Thame), Elaine Parkes and Jerry Michell (Haddenham), Ann Partridge (Headington), Jean Myhill (Maidenhead), Brian Baldwin (Milton Keynes), John Taylor (Newbury), John Culling (Princes Risborough), Jane Sellwood and Mary Butcher (Reading), Angela Jacob, Annette Thompson, June Waterson (Ridgeway), Colin O'Rourke (South Bucks), Avril Muirhead (Swindon), Carol Bradbrook-Taylor (Thame and District); Neil Kelly and Paul Booker (Thameside, Wallingford), Jill Procter (Wallingford), Beverley Birmingham (West Oxford).

Susie welcomed all those attending and in particular Pam Jones, Chair of the Third Age trust and Hilvary Robinson the Trustee for the SE Region who is retiring in August and Bob Duckmanton the incoming SE Region Trustee.

1 Apologies: Agnes Budagowska, TVN Committee (Swindon); Bicester U3A; Chess Valley U3A; Chinnor & District U3A; Faringdon U3A; Marlow & District U3A; Oxford U3A; Windsor and District U3A; Wokingham U3A; Woodstock U3A.

2 Minutes of the last meeting (15th May 2017). Under 7.2 Future Events the date for "Gilbert and Sullivan" is incorrect, it should be October 18th, noted with apologies from the Mins secretary.

There had been a problem with Minutes not being received by some U3As, Susie will send the AGM mins again along with the Minutes for this meeting.

Not all members received the Speakers List up-date of April. A new up-date will be sent following this meeting.

The Minutes were then agreed as a correct record.

3.0 Matters arising.

3.0 of 05/05/17 re 9 of 07/02/2017 Report on feedback re First Aid at U3A meetings: Geoff Glover (Chalfonts U3A) reported that several useful responses had been received. Some U3As have retired nurses within their membership who have attended First Aid courses. Others have First Aid boxes, wheelchairs and defibrillators available.

In light of these and others Chalfonts U3A is putting the following in place:

- Ensure that the basic equipment (as above) is in place, that people know where it is and how to use it.
- Appoint an "Accessibility Officer" identified at the start of meetings as the person to take charge and make the call to the Emergency Services, if necessary. This should avoid any confusion.
- Not to hesitate to make that call as advised in the Insurance Guidance Notes from the Third Age Trust.
- To ensure that each member has their emergency contact number on the back of their membership card or badge.
- On outings ensure there are sufficient Committee members/convenors available so that in case of an incident/personal emergency, where possible, the outing can continue.
- A statement to all members clarifying that if any member has a known mobility problem it is their responsibility to organise a carer whose attendance fee for the excursion will come from Chalfont's U3A funds for a limited number of occasions per year in line with the requirements of Third Age Trust Group Public Liability Insurance.

An additional point was made about the ICE program recognised by the emergency services whereby an “In Case of Emergency” contact number is stored on a person’s mobile phone under the link ICE.

One U3A had organised a Red Cross course for members but this was poorly attended whereas another offered a course run by the Fire Brigade to every group leader and this was very well attended.

4.0 Chairman’s Report.

Susie reported that an up-date on the Consultation process could be read in TAM. Little was going to happen re the consultation at the Conference in August but an EGM is proposed for Spring 2018. As the Memorandum and Articles of Association are to be put together this needs to be agreed with the Charity Commission. Susie is looking forward to further discussion following the National Conference AGM.

Susie queried the lack of proxy voting papers for the AGM but Pam and Hilvary said there were no Resolutions put forward and therefore there was no need for Proxy votes.

The TVN Workshop planned for 23rd November will focus on Speakers and Speaking. (With little information available from the Third Age Trust they have asked Susie to work on this subject). Susie therefore asked Reps to let her know if anyone in their U3As could help re how to find speakers, how to speak at group or main meetings and with the workshop. The day will receive some funding from the SE Region, the remainder coming from the TVN budget so there will be no cost to delegates. It will be held at Benson from 10am – 3.30pm and will include lunch. Susie and several reps from TVN U3As will be attending the U3A Conference and AGM.

5.0 Treasurer’s Report

Derek presented the financial statement to 30th June 2017. He pointed out that most of the advance attendance fees for the Social History of the Thames Valley event (1) had been included under income in December 2016 but expenditure had taken place in 2017. The first five events this year have realised a surplus of around £1000 due to the take-up response exceeding expectations. The costing of future events will be adjusted to reflect this.

The overall balance is £10809.31, therefore it is not anticipated that affiliation fees will be sought for the foreseeable future.

6.0 SE Region Trustee’s Report

Hilvary introduced Bob Duckmanton (Warsash U3A) who will be her successor from September. With no other candidates Bob is our new SE Region Trustee elect.

Bob introduced himself and looks forward to being part of the SE Region and the Networks.

Hilvary reported that the AGM will be streamed live on YouTube and that details will be sent to all U3As.

The Beacon membership management system is setting up a website U3ABeacon.info

SE Region support is provided by Sally Ingledew scnmanager@gmail.com At present the cost to take part in Beacon is 50p per person.

John Lewis has offered free meeting space in their stores, usually in their café area. Stores taking part will be contacting their local U3As.

U3As are asked to check their Constitutions annually as this is their Governing document.

Several National Workshops are now/will be available eg “Managing your U3A”. They are free providing a hall is booked, refreshments arranged and there are at least 30 delegates from 4-5 U3As. Contact Hilvary (or Bob from September onwards) if interested.

The SE Forum Conference 2018 will be held at East Grinstead on 16th May.

The SE Forum Summer School was very successful this year. Next year it will be held in Chichester on 18th-21st May

Hilvary thanked all in TVN saying it had been a pleasure and a privilege to work with us as SE Region Trustee.

Susie thanked Hilvary for the enormous amount of work and travelling she has undertaken over the past three years as our Regional Trustee.

7 Citizens 800 Project

Patsy reported that currently 26 members of different TVN U3As are researching stories of citizens who have made a difference to their communities by their actions. The research is being carried out through TVN and Royal Holloway college eg Amersham U3A is researching the Amersham Martyrs’ protest over the proposed enclosure of Bucklebury Common.

Short articles are fine and the project has a further 2yrs 6mths to run. It is lottery funded and it is proposed that an interactive map with access to these stories will be available for schools.

See www.citizens800.org/u3a

8 Constitutions up-date presented by Norman Dutton (Banbury U3A)

Norman gave a resume of the background to his concerns regarding Constitutions. In 2016 U3As were requested by the Third Age Trust to up-date their Constitutions in line with the Trust's Model Constitution. Taking issue with this model in respect of elected committee officers Norman wrote an article for TAM this was rejected but he shared his views with TVN Reps. He thanked all who had shared positive comments.

He was now able to report that having copied statements from the Charity Commission into their own Constitution, this was readily accepted by the Charity Commission and Banbury U3A is now in a position to elect committee members for a period of 12 months, they can be re-elected at the next AGM. This has resulted in a flexible Constitution and indications are that turnover and recruitment have improved with a better balance of change and continuity.

Susie thanked Norman for his presentation.

9 Events Team Report

9.1 Patsy reported that there was a successful program of events and with many filling up rapidly.

May 17th Social History day (A second day arranged due to the high level of interest shown) Excellent and well supported.

June 23rd Einstein 105 delegates enjoyed a very interesting day. (The presentations made at this day are now on the TVN website by kind permission of Dr Roger Luther.)

July 5th Research Conference at Royal Holloway College. Arranged by Hilvary and SE Region. Exhibition space was given to the *TVN Historic Pathways project* and to CHATT River Thames project. Time was allocated for a short presentation on the Historic Pathways project.

- **Patsy drew attention to the walks website linked to this project** (there is a link from the TVN website alternatively google U3ATVNHp) it includes a list of 20 walks with maps and details of each walk. The licence to use OS maps is due for renewal in March 2018. If there is insufficient use of the data then it will be allowed to expire.

August 10th Kelmscott Manor (3rd visit) full . Gill reported that it is very likely to be repeated next year.

Sept 28th Climate Change at Benson.

October 18th Gilbert and Sullivan at Harwell.

November 15th Archaeology Day – fully booked

9.2 Patsy had distributed a short questionnaire re events and possible programme for next year. She asked that they be returned to her at the end of this meeting.

She noted that Wokingham were suggesting a day on Dunkirk from the point of view of the navy, army, nurses and little ships involved, a drama presentation can be presented by Wokingham.

Tony Darbyshire (Chalfonts U3A) would be happy to run a day to help people build a website.

9.3 TVN Workshop 23rd November “Speakers and Speaking” please contact Susie if you can help with this event.

9.4 Cancellation Policy It should be noted that any application for a place on a Study day represents a commitment to attend. Should an event be fully booked with a waiting list and a replacement member can be found, subject to time available, a refund could be made.

9.5 Venues Patsy would be pleased to hear of suitable venues for events, so please let her know.

10.0 Access to Databases

Shirley Rouse (Didcot U3A) posed the question “ How many people have access to a U3A's database?

Different levels of access became apparent with:

i/ Convenors having access as long as they have agreed to Data Protection

ii/ Convenors having access solely to their group

iii/ Direct access to the database of members limited to certain committee members and convenors.

iv/ Having a designated Database organiser, information for Committee members only.

v/ Members must be told who has access to their data.

vi/ John Cullins (Pr Risborough) said that his system allows 4 levels of access.

vii/ Data needs to be backed up and software needs to be up-dated.

It was pointed out that changes are expected to data protection and these will be e-mailed to all U3As by National Office once they are known.

11.0 Network Information

11.1 Speaker Database and list of interest groups. Avis reported that she had reviewed the list of interest groups which will be found on the website shortly in pdf. An Excel spreadsheet is available from Avis on request. All information is taken from U3A websites so no confidential information is included. Do let Avis have any up-dates. Avis does not recommend printing it out as it is a very long list.

Avis asked U3As to check their website especially re clarity, whether it is easy to read (especially considering colour choices), and how easy it is for gender, ethnic and age groups to understand.

The Speakers' list has been up-dated and will be ready by the weekend. As Avis was aware that some U3As may not have received the May up-date she will highlight new amendments in blue.

Please continue to send up-dates to Avis.

The problem of reading the list on-screen was raised. To magnify the screen press the ctrl key and + /or roll the wheel on the mouse. Avis will look into increasing the font size.

The list is sent to TVN Reps only.

11.2 TVN Contacts List Most U3As have responded to Susie's request for up-dates. The latest list will go out with these Minutes. Please keep Susie informed of changes as they occur. They are not passed on when National Office is informed.

11.3 Events Contact List Maintained by Mike Price and up-dated following each event. Every mailing offers the chance to "unsubscribe" if the member no longer wishes to be listed.

11.4 Website Len reported over 500 hits in March but below 300 in April, May and June. He apologised for there being no access to the website on Monday but it was up and running again.

The Einstein day power point slides are available on the website with the Speaker's permission.

He encouraged Reps and U3As to use the website.

Susie thanked Len for all the work he puts in to maintaining the website.

12 AOB

i/ U3As were asked if they had taken out a licence re copying from books following the notice from CLA.

During discussion it was clarified that music is a separate issue and that maps are also not covered.

ii/ Jean Myhill asked reps to support a survey being conducted by Cancer Research UK to inform the "developing treatment strategy". The survey is keen to hear from people/ relatives of people who have had cancer in the 70+ age group. It can be found at www.surveymonkey.co.uk/r/cancertreatments

Jean asked if this could be included in U3A newsletters.

It was noted that this is not a U3A initiative.

Pam Jones thanked the committee for allowing TVN Reps to have their say and for all their hard work spreading best practice.

Date of next Reps meeting

Friday 27th October at Benson Parish Hall 10am for 10.30am followed by lunch if pre- booked (£6) *

* Please respond when the agenda is sent out, apologies are appreciated just as much as responses indicating who will be attending. Lunches should be booked **before** the meeting. Thank you.

Date Chairman

Useful details:

TVN www.u3atvnetwork.org.uk

SE Region <https://u3asites.org.uk/south-east>

SE Forum <http://u3asites.org.uk/southeastu3aforum>