



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

**on**

**Thursday 25<sup>th</sup> January 2018**

**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); Gill Le Du (Henley).

**Chair of the Third Age Trust** Pam Jones

**National Office Communications Officer** Elizabeth Drury

**Representatives:** Fay Sinai (Abingdon), Derek Jackson and Michael Jackson (Bracknell Forest), Ian Wright (Carterton), Geoff Glover (Chalfonts), Eric Magson (Chess Valley), Peter Metcalf (Chiltern), Rosie Hetherington and Mike Dix (Chinnor & District), Shirley Rouse, Fred Carter and Kath Carter (Didcot and District), Peter Foot (Faringdon), Mike Price and Ann Powell, (Greater Thame), Elaine Parkes (Haddenham), Sheila Allcock and Carol Morgan (Headington), Gill Le Du (Henley on Thames), Penny Gerrard and Barbel Cheesewright (High Wycombe), Jean Myhill and Cynthia Wood (Maidenhead), James Wright (Marlow & District), Sandra McWilliam and Carol Swanborough (Newbury), Margaret Lipscomb and Jean Douglas (Oxford), Gillian Wilkinson, John Culling and Ray Marshall (Princes Risborough), Jane Sellwood (Reading), Annette Thompson, June Waterson, Nina Stonham (Ridgeway), Peter Carey and Eleanor Cryer (Slough), Colin O'Rourke (South Bucks), Neil Kelly and Paul Booker (Thameside, Wallingford), Jill Procter and Mike Morfey (Wallingford), Joan Ford and Liz Woolven (Wantage and Grove), Belinda Horn and John Smith (Wendover), Beverley Birmingham and Margaret Sherrington (West Oxford), Jane Clarke (Witney), Pamela Hares and Ian Grange (Wokingham), Pam Rook (Woodstock),

Susie welcomed all those attending and especially Pam Jones, Chair of the Third Age Trust. She also invited Reps to sign a card for Agnes Budagowska who is recovering from a stroke and has resigned from the TVN Committee.

An e-mailed apology had been received from Bob Duckmanton that morning.

Elizabeth Drury was delayed by traffic and was welcomed shortly after the meeting started.

Tables had been set out in a new arrangement following a suggestion to the committee after the meeting of 27<sup>th</sup> October. Representatives were invited to comment on whether they found the layout better or not.

**1 Apologies:** Patsy Thornton, Events (Wokingham), Bob Duckmanton (SE Region Trustee)

Banbury U3A, Bicester U3A, Helen Tonks (Bracknell Forest), Josephine Wright (Carterton), James Cadle (Chess Valley), Ernest Newhouse (Chiltern), Chipping Norton U3A, Chris Jones (Didcot and District), Gillian Thomas and Ann Walsh (Goring Gap), Christine Townsend and Deborah Miller (Greater Thame), Ann Partridge (Headington), Teresa Hehir (High Wycombe), Ian Ross (Maidenhead), Mary Blake (Newbury), Mary Butcher (Reading), Swindon U3A, Thatcham U3A, Tring U3A., Lis Froggatt (West Oxford), Windsor and District U3A, Susy Brigden (Witney), Ann Applegate (Woodstock).

**2 Minutes of the last meeting (27<sup>th</sup> October 2017).**

The Minutes were approved.

**3.0 Matters arising.**

There were no matters arising.

**4.0 Chairman's Report.**

**4.1** Susie reported that the **TVN Constitution** contained some typing errors, "U3A Thames Valley Network" being referred to as "Thames Valley U3A Network" in some places. This will be set right with **U3A Thames Valley Network** used throughout the document.

As TVN now has a turnover of more than £5000 per year the Committee are taking advice as to whether it should be registered with the charity Commission. Reps will be advised before the AGM.

**4.2 A Network Link** meeting was held in November, it brought together U3A groupings such as Networks, Cluster, Regional committees. This is not intended to be another level of governance but those attending expressed a wish to meet in order for Chairs to discuss and share best practice. A second meeting will be held in May and a questionnaire is to be circulated.

**4.3 National Office mailing and Committee Reference File** U3As will no longer receive up-dates for their Committee Reference File, up-dates will now be put on the website.

Monthly mailings will no longer be sent in hard copy.

A National office Newsletter will be sent out to anyone who signs up on-line. All members can subscribe.

**4.4 Third Age Trust EGM** will be held on 21<sup>st</sup> March at Birmingham University.

**4.5 “Keeping it Legal”** This is a pioneer prototype workshop. The first such will be held in Leeds and is fully booked, another will be held in Leatherhead, Surrey on 5<sup>th</sup> April with places for one rep only from each U3A. Topics include data protection, inclusivity, equality and safeguarding. **Susie encouraged Reps to book.**

## **5.0 Treasurer’s Report**

The Financial Statement to 31<sup>st</sup> December 2017 had been sent out with the Agenda and hard copies were available at the meeting.

Derek confirmed that this only included income received and expenditure incurred during the calendar year ending 31<sup>st</sup> December 2017. It does not include any monies received or expenses paid during 2016 in respect of events which took place in 2017. The eight Study days produced a surplus of £2801. Two deposits have been made for two events planned for 2018.

The balance to 31<sup>st</sup> December is £8261.24 of which £2000 is the contingency sum and cash available is £6261.24.

Costings for Study Days will now be adjusted as more members are applying to attend.

The Workshop on 23<sup>rd</sup> November was open to members of all U3As in the SE Region and was funded by National Office.

These accounts will be presented at the AGM for approval.

It was noted that under Income £775.66 was recorded against Workshop but under Expenditure the figure was £775.56. It was felt this may be a typing error, Derek will review.

Susie thanked Derek for preparing the accounts and statement so diligently.

## **6.0 SE Region Trustee’s Report**

Bob Duckmanton had sent his report by e-mail. and this was read out at the meeting.

- Security on Site Builder had been compromised over the Christmas period. A major clean-up exercise has been carried out and higher levels of security and monitoring put in place.
- EGM on 21<sup>st</sup> March at The Great Hall Birmingham University B15 2TN to include two presentations and a panel debate which will be chaired by Eric Midwinter, founder member of the U3A movement.
- The Third Age Trust had launched its new website. Members need to register (re-register) and set up a password to access the Members’ Area.
- Committee Reference Files no longer in hard copy. Pam Jones clarified that she has asked that up-dates will be put on the website on the same date each month. There is nothing on the website about CRFs at present.
- Networks – the number of Networks and their significance has been increasing.
- Communication – The Third Age Trust has a Facebook site and a Twitter site.
- Regional Budgets are available for Workshops and Seminars held in the Region.
- Data protection. Personal data such as name, e-mail address, telephone number and address should be the only data included in U3A membership databases, which should be secure.
- Beacon Membership System. The Beacon Project is now run by a team of volunteers, supported by a professional software company and backed by the Third Age Trust.
- All U3As have been sent a letter giving details about the proposed changes to the Articles of Association, which will be voted on at the EGM.
- Every U3A in England and Wales, regardless of size, or the wording of their current Object Clause, takes the following actions:

**i/ Agree to the blanket change** to the Object Clause by advising the Trust by mid-March 2018 that they agree to the blanket change and adoption of the new Object Clause

**ii/ Hold an AGM or EGM** as soon as is convenient, but not necessarily before 1st April 2018 , at which a resolution has to be passed by an appropriate majority (see your individual U3A constitution) which approves the change in the Object Clause to exactly the agreed wording

**iii/ Formally notify the Third Age Trust that this resolution has been passed** at The AGM/EGM

*The Trust will pass on all the necessary notifications in bulk to the Charity Commission.*

**iv/ Alter the format of their accounts** so that **all** income and expenditure is included in the main account... ie membership fees, groups, trips etc. This should start from the beginning of a U3A's next financial year that starts on or after 1<sup>st</sup> April 2018. Annual accounts must be prepared and U3As with annual income over £5000 will need to register with the Charity Commission. Further rules apply to those with annual income above £10,000 and those where income exceeds £25000.

U3As should contact Fran Walton at National Office regarding their plans by mid-March 2018.

This section of the Report was not read in its entirety and the above is a resume. Please refer to the letters sent to all U3As for precise details and information.

However it generated much discussion with the following points being raised:

1. All monies collected by groups for venue hire to be sent to the U3A Treasurer who should then pay the venue. A record of the Group monies should be submitted to the Treasurer. NB tea/coffee money is not part of the group money. Groups need to maintain attendance records. Finance workshops will be available to help U3As deal with these requirements. Contact at Third Age Trust is John Ellison (Treasurer) [john.ellison@u3a.or.uk](mailto:john.ellison@u3a.or.uk)
2. U3As cannot be forced to adopt the Object Clause but they are strongly recommended to do so as this has been specifically agreed with the Charity Commission .
3. Clarity as to the meaning of the phrase "by all means" was sought.
4. Insurance cover applies to U3A activities but personal insurance is needed for holidays arranged by U3As. If in any doubt it was recommended that advice be sought from the Third Age Trust.

## **7 Citizens 800 Project**

Avis reported on this shared learning project with Royal Holloway College with an overview of the Project and the involvement of members of TVN.

It is a three-year project exploring the history of liberty, protest, rebellion and reform in the 800 years since Magna Carta. The aim was to produce a new educational website for teachers and students interested in British political and social history, especially those students taking the Power and the People and Monarchy and Democracy GCSE options.

Patsy Thornton, in her role as Shared Learning Projects Co-ordinator for the South East Region, was invited to promote the project, which was led by Dr Matthew Smith.

Our contribution was to find local stories, perhaps not well-known, or maybe long-forgotten, stories of people who, at some point in the last 800 years, have made a difference. This has been well-supported by TVN members and you will see many excellent contributions on the Citizens 800 website. Several briefing meetings were held at Watlington giving members the opportunity to discuss their research including any problems, Dr Matthew Smith was always very encouraging and he would explain how our research would be used.

A reception was held at Royal Holloway recently with a detailed overview of the Project during which two of our stories Ann Smith's account of the Levellers of the Thames Valley, and Mary Butcher's account of William Marshall were highlighted. A series of videos have also been added to the website

Jennifer Simpson, the new National Shared Learning Projects Co-ordinator, attended the meeting, along with Peter Cox from the London research group.

It was emphasised that, whilst our TVN researchers will no longer meet as a group, individual researchers will continue their work, and send their articles to the Citizens team when they are ready.

Avis concluded by saying that it was a great privilege to be part of this project and to have the opportunity to talk to other U3A members she might not otherwise have met. The combination of learning, personal development, and social interaction is just what the U3A is all about.

The website lists all the subjects covered with links to the research, it is available to all and may be a valuable resource for U3A history groups. [www.citizens800.org/u3a](http://www.citizens800.org/u3a)

There will also be an article in the Third Age Matters magazine.

## **8 Events Team Report** Report given by Jane Sellwood

### **8.1 Report on Events since last meeting**

**November 15<sup>th</sup> Archaeology Day** – fully booked and described as very lively.

**November 23<sup>rd</sup> TVN Workshop “Speakers and Speaking”** – another very useful day. It was noted that Nina Stonham and June Waterson (Ridgeway U3A) were officially thanked at this meeting for all that they do in serving teas/coffees and setting up/clearing lunches at TVN Reps’ meetings and Study days. They were each presented with a bouquet of flowers.

### **8.2 Events planned for 2018**

**March 1<sup>st</sup> Photography day** at Benson– Mike Price. This is fully booked. Please let Mike know if you are interested in a repeat possibly in May. Look out for flyers and information on the website.

**May 10<sup>th</sup> Kelmscott** – Gill Le Du ... places still available.

**Late May/early June History of the Thames** at Crowmarsh Gifford village hall- Sally Ballard

**June 19<sup>th</sup> small Ships at Dunkirk** at the River and Rowing Museum

**September 4<sup>th</sup> Polar exploration** at Benson- Margaret Sherrington – lead speaker is actually a polar explorer.

**October 17<sup>th</sup> Website building** – Tony Darbyshire Websites for personal use, details coming soon.

**November 1<sup>st</sup> Medicine and Art** at Benson- Gill Le Du Gill reported that she has engaged some highly qualified speakers.

The Events Team would very much like to hear from any member who would be willing to arrange or has suggestions for study days

### **8.3 Booking Policy**

No place is allocated for a study day until a cheque is received by the organiser. Cheques should be made out to Thames Valley Network, not to the organiser.

An application for a place on a Study day represents a firm commitment. If a delegate is unable to attend the following will apply: if there is no waiting list no refund will be made, if there is a waiting list and someone is available to take up the place then a refund will be made minus a £2 administration fee. **There will be no refund if a cancellation is made on the day.**

Following a query from the meeting, the Events Team will discuss whether application forms can be sent to the organiser by e-mail.

As always the Events Team were thanked for all their work.

## **9 Social Media**

**9.1** Elizabeth Drury, Communications Officer at National Office, gave a presentation on the benefits of using social media and how to avoid any pitfalls.

She introduced a range of social media platforms and encouraged their use as a means of raising the U3A profile and promoting our image in a wider community. Websites are of particular use for this.

Safeguards for promoting U3A through social media will be addressed by the Third Age Trust and controls available are tight. She advised not posting anything “your grandmother would not want to read”. If using photographic material get permission in writing; for a group photograph, let the group know your intentions so that anyone not wishing to be photographed can move out of shot and get permission in writing from all in the photo. Be particularly careful how a photo is used e.g. out of context.

When using social media **choose one platform** and focus on it. **Ask advice** from other U3As, **learn what other U3As do**, make sure you have enough **time to up-date and review** what is posted, **be realistic and authentic** in the content.

The Third Age Trust is planning to produce written advice on using social media which will be put on the advice section of the website.

**9.2** A request was made for listings of U3As on the National website to be more area specific.

The Third Age Trust welcomes feedback on the website.

National Office has a lot of work in progress and development will take a while, it is very receptive to suggestions particularly those that are positive.

It was noted that 16,000 hits were recorded in the past week with over half searching for a U3A. Membership is still only at 2.5% of potential in society.

**9.3 Hashtags explained.** These are about joining in a conversation e.g. if someone Tweets and adds #lifelong learning they will enter into a wider conversation.

Susie thanked Elizabeth for her presentation; she would be staying for lunch with time to speak with Reps.

## 10 General Data Protection Regulations.

John Culling (Princes Risborough) gave a presentation based on the Data Protection Act, which will be enforceable from 25<sup>th</sup> May 2018.

He specifically looked at compliance for U3As.

Effectively the legislation will put individuals in control of which organisations collect and store their personal data.

**10.1** There is a Guide to the General Data Protection Regulations. (look for the ICO) The Third Age Trust has had a document available from Nov. 2017, it was up-dated on 4<sup>th</sup> January 2018.

**Compliance documents are available at <https://u3a.org.uk/advice/data-protection>**

**Read and implement the above**, they can be customised for individual U3as but if in any doubt contact the Third Age Trust. **Consent must always be obtained. Regularly review data compliance.**

**10.2 Privacy Policy** This will need to state what personal information can be collected, how it is used, how it can be corrected/up-dated.

**10.3 A Privacy statement** will need to have all consent boxes ticked, consent should be refreshed on subscription renewal as this will give members the opportunity to change details.

**10.4 Committees** – Ensure new committee members have appropriate induction/training.

**10.5 Group Leaders** – if storing members' contact details they must have secure passwords to access their computers. Training should be given to Group leaders re GDPR.

**10.6 Trips/outings** – emergency contact details. Members should have written consent to give these details to organisers and these should be destroyed after each outing, they should not be stored. Members could carry this information themselves on a card.

**10.7** No guidance has been given regarding members who refuse to give consent, in this event the U3A will be unable to communicate with that person anyway as no details will be held.

**10.8** Clarity was sought re photographs. If a group is undertaking an activity members can be told that a photo will be taken and how it may be used, members can opt out and those who remain can give general consent. If a person in a group is specifically identified then consent from that person will be required.

Written data is classified as data relevant to GDPR

**This presentation is an overview of GDPR and John will make it available via a link with TVN website. U3As need to download the Third Age Trust document and, if in any doubt, contact the Third Age Trust.**

All historic data will need to be deleted.

## 11.0 Network Information

**11.1 Speaker Database and list of interest groups.** (maintained by Vice-chairman)

**11.2 TVN Contacts list** (maintained by Chairman)

**11.3 Events Contact List** (maintained by Mike Price)

**11.4 Website** (maintained by Len Smith)

As time was short no reports were given.

**12 A.O.B.** There was no other business.

**Date of next meeting** AGM and Reps' meeting Friday 27<sup>th</sup> April at Benson Parish Hall 10am for 10.30am followed by lunch if pre- booked (£6) \* (Following Reps' meetings Thursday, 26<sup>th</sup> July and Friday, 26<sup>th</sup> October)

\*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 .....

29/01/2018

Useful details:

TVN [www.u3atvnetwork.org.uk](http://www.u3atvnetwork.org.uk)

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

Citizens 800 Project [www.citizens800.org/u3a](http://www.citizens800.org/u3a)

SE Region Trustee [bob.duckmanton@u3a.org.uk](mailto:bob.duckmanton@u3a.org.uk)