



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

**on  
Friday 27<sup>th</sup> April 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); Patsy Thornton, Events (Wokingham), Gill Le Du (Henley).  
Bob Duckmanton Regional Trustee

**Representatives:** Fay Sinai (Abingdon), Roger Carter and Jay Oldknow (Bourne End & District), Derek Jackson and Bruce Colins (Bracknell Forest), Ian and Josephine Wright (Carterton), Geoff Glover and Bob Borwick (Chalfonts), Eric Magson and James Cadle (Chess Valley), Peter Metcalf and Mike Hender (Chiltern), Mike Dix (Chinnor & District), Shirley Rouse (Didcot & District), Peter Foot (Faringdon), Gillian Thomas, Ann Walsh, Sue Hookway (Goring Gap), Christine Townsend and Deborah Miller (Greater Thame), Sally Lajalati and Jerry Michell (Haddenham), Penny Gerrard and Barbel Cheesewright (High Wycombe), Jean Myhill (Maidenhead), James Wright (Marlow & District), Lesley Sparks (Milton Keynes), Derek Childs (Newbury), Jane Sellwood and Mary Butcher (Reading), Annette Thompson, June Waterson and Nina Stonham (Ridgeway), Colin O'Rourke (South Bucks), Carol Bradbrook-Taylor (Thame & District), Paul Booker (Thameside, Wallingford), Mike Morfey and Hermione Whitehouse (Wallingford), Lynn Toms, Penny Wixey and Caroline Dunstan (Wantage and Grove), John Smith and Belinda Horn (Wendover), Beverley Birmingham, Margaret Sherrington and Elizabeth Stevens (West Oxford), Jane Clarke (Witney), John Waddington (Wokingham), Pam Rook (Woodstock).

**1. Apologies:**

Apologies had been received from: Eileen Page (Abingdon), Helen Tonks (Bracknell Forest), Ernest Newhouse (Chiltern), Diamond Versi (Chipping Norton), Mike Price (Greater Thame), Elaine Parkes (Haddenham), Ann Partridge (Headington), Mary Blake (Newbury), Margaret Lipscomb (Oxford), Eleanor Cryer (Slough), Lesley Charnock (Thame & District), Rosemary Rouse (Tring), Margaret Edmondson (Wallingford), Ian Grainge (Wokingham).

**2 Minutes of the last meeting (25<sup>th</sup> January 2018).**

The Minutes were approved.

**3.0 Matters arising.**

There were no matters arising.

**4.0 Chairman's Report.**

**4.1 TVN Constitution** The Committee is waiting on advice from the third Age Trust as to whether the TVN Constitution needs to be reviewed.

**4.2 A Network Link** meeting is due to be held on 1<sup>st</sup> May. A questionnaire has been circulated to find out how Networks are supported by U3As.

U3A Reps can contact Susie if there are any queries. Instructions for Treasurers have been difficult to understand and Susie has contacted the Treasurer for the Third Age Trust for clarification. Concerns were raised around payment of invoices, particularly those relating to room hire; do all invoices have to be paid by the U3A Treasurer or is it permissible for Group co-ordinators to pay independently? The logistics around payments via the U3A Treasurer were a concern for both small and large U3As in the Network. Susie will take this to the Link meeting. **SUSIE**

Group leaders should only use money received from their members for and not use their own money.

Groups should not have a bank account; the only account should be that of the U3A.

Each U3A should present one set of accounts showing all income and expenditure.

It was noted that the Third Age Trust Treasurer is currently running a set of Finance Workshops.

**4.3 “Keeping it Legal”.** A symposium took place in Leeds with 250 delegates. Lectures included data protection, inclusivity, insurance and safeguarding. The presentation on Insurance was excellent. With reference to social activities any planned activity undertaken formally by a U3A is insured. GDPR guidelines will be on the Third Age Trust website on 25<sup>th</sup> May. Inclusivity highlighted the need to encourage those with disabilities and ethnic groups to join U3As. U3As were also reminded that there must be an awareness of inclusivity and the needs of e.g. members with disabilities. The presentation on Safeguarding raised the point that all U3A committees should be aware that their membership includes vulnerable adults. Advice sheets are available on the website.

**4.4 Third Age Trust EGM** Bob Duckmanton, SE Region Trustee, reported that although there were few delegates present the meeting was deemed quorate and the proposed changes were agreed.

The afternoon was run as a question and answer session. He thanked all who attended for their support.

### **5.0 Treasurer’s Report**

Financial report to 31<sup>st</sup> March 2018. Derek gave a verbal report: the bank balance was £10768.75 of which £2075.00 is monies set aside for planned events, £2000 contingency sum and £6693.75 cash available for future use.

There has been little change to the accounts during April; a more detailed report will be presented at the next Reps’ meeting.

### **6.0 SE Region Trustee’s Report**

Bob Duckmanton presented his report saying that **sustainability** was a big issue in the SE Region with 7 U3As currently at risk of closing as they are struggling to find new committee members. He asked for thoughts on how to find new committee members but recognised that members need to be aware that they need to be actively involved to enable U3As to be sustainable.

A comment was made that if officers are elected for three years U3A committees need to ensure that they will not all cease to serve at the same time.

Bob also emphasised that every committee member is a Trustee and should understand what this means.

**Insurance** provided through the Third Age Trust does not cover accidents. It only covers members so when members from other U3As are included in activities they should be signed in as temporary members.

The Third Age Trust now has **Volunteers** to help start up new U3As; where there are problems over sustainability or conflict within committees advice is given; there are presentation slides available covering some issues.

**GDPR** Beacon is close to being compliant with GDPR and Site Builder is to be replaced.

**Resource Centre** A consultant is looking at how this works and how it can be up-dated. Currently there are many DVDs which are not in demand these days.

**Network Link** This group listens to U3As and to Networks.

**Central Office** The National Office has invested heavily in technology to improve communication. U3As who wish to upgrade their systems could have a look on the website or contact the Third Age Trust.

**Strategic Planning Committee** a draft copy of the strategic plan for the next three years will be ready for the Conference in August. Bob asked for input from U3As regarding how the Third age Trust operates and how it can enhance its service to U3As. Comments and ideas can be e-mailed to Sam Mauger or to Bob.

Susie responded by saying that there needs to be a strategy for encouraging people to join U3A.

**7 Events Team Report** Patsy thanked members of TVN who have organised or suggested Events.

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

**March 1<sup>st</sup> Photography day** at Benson– snow prevented many delegates from travelling and around half of those booked attended. A repeat will take place on 17<sup>th</sup> May and is fully booked; those unable to attend on 1<sup>st</sup> March were offered places for this date. Contact Mike Price if interested.

#### **7.2 Events planned for 2018**

**May 10<sup>th</sup> Kelmscott** – Gill Le Du ... fully booked. It is unlikely that this Event will be repeated in 2019 unless Gill receives a high number of requests.

**June 19<sup>th</sup> small Ships at Dunkirk** at the River and Rowing Museum –Patsy Thornton... fully booked. A repeat day will be organised depending on speaker availability.

**September 4<sup>th</sup> Polar exploration** at Benson- Margaret Sherrington – details will be on the website from 28<sup>th</sup> April.

Patsy thanked the two U3As who have offered Workshops

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

**TVN Workshop – Convenors’ Day** Chiltern U3A – date to be confirmed.

**November 1<sup>st</sup> Medicine and Art** at Benson- Gill Le Du

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

A request was made that Flyers for TVN Events include a generic e-mail address rather than carrying personal details of the organiser. These are put out on the TVN website and on U3A websites. The meeting was assured that Events organisers had given permission for their details to be included. It was noted that TVN needs a system for obtaining consent.

### **8 Proposal for a TVN Science Group**

Jane Sellwood, convenor of the Science and Technology Group at Reading U3A, presented a proposal to set up contacts between U3A Science /technology groups covering information such as activities and talks. She gave her consent for her details to be passed on to Convenors and asked Reps to let their science/technology groups know of the proposal.

It was pointed out that as speakers can be expensive U3As could link up for some meetings with speakers.

Bob Duckmanton suggested that TVN could set up an e-mail address so that messages can be received and forwarded to individual group co-ordinators.

### **9 Network Information**

#### **9.1 Speaker Database and list of interest groups.** (Maintained by Vice-chairman)

An up-dated list will be sent out shortly. Please let Avis know if anything is incorrect and please continue to share news of good speakers. Avis is now including fees and expenses where possible.

The up-dated list of interest groups is ready to go on the TVN website as of this meeting.

**9.2 TVN Contacts list** (maintained by Chairman) Details are held by Susie with consent. Emails using e-mail addresses are sent Bcc. Susie does not send these details to other U3As. Please ensure Susie is up-dated on contact details as these are the only ones she uses to send out TVN information.

**9.3 Events Contact List** (maintained by Mike Price) The old list has been destroyed. Members have to re-apply to go on a new list. Any member can apply by e-mailing [events\\_info@u3atvnetwork.org.uk](mailto:events_info@u3atvnetwork.org.uk)

**9.4 Website** (maintained by Len Smith) Len explained that generic addresses can be set up for TVN with automatic forwarding.

Information regarding Study days/events is available on the website at the same time as it is sent out to those on the events contact list. The Events programme is kept as up-to-date as possible and is available in both pdf and Word.

There had been an increase in website hits in January; this was a similar pattern to 2017.

**10 A.O.B.** i/At the Third Age Trust Adam is currently working on the search aspect of the Third Age Trust website.

ii/ Reps were asked to encourage their members to lobby organisations to use compostable wrappers for their postal mailings. (High Wycombe initiative)

iii/ Chiltern Jazzfest will be advertised with these minutes.

iv/ Marlow expressed their thanks on behalf of the meeting to the Committee for their service to TVN during the past year.

**Date of next meeting** Reps' meeting Thursday, 26<sup>th</sup> July at Benson Parish Hall 10am for 10.30am followed by lunch if pre- booked (£6) \* (Future Reps' meeting 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 .....

30/04/2018

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)