

# **West Wolds U3A Group Leaders & Volunteers Meeting**

## **30<sup>th</sup> October 2024**

### **Held at Market Rasen New Life Church.**

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#### **PRESENT**

**Committee** – Steve McCarthy, Terry Francis, Gary Beighton, Sharon Rupp, Ginny Beard, Nick Wilson, Dave Ebbage.

**Convenors** – Gillian Anderton, Caroline Dale, Pat Hage, Audrey Storey, Kay Green, David Oliver, Paul Ettridge, Dawn Stopper, Margaret White, Jane Guy, Eva Smith, Geoff Goddard, Gail Dennis, Janet Wilson, Vera Brisbane, Christine Pearce, Sandra Dean, Margaret Allerston, Mary Howes.

#### **1. INTRODUCTION**

Steve McCarthy welcomed everyone and thanked them for coming. The object of the afternoon's event was to touch on a few changes to the website and forms, but primarily to thank all of the Group Leaders, because everyone in the room IS West Wolds u3a and without them, our u3a would collapse.

The Committee stood so that everyone was aware of who they are.

#### **2. WEBSITE DEMO**

Gary Beighton gave a demonstration of the changes to the Website that he has been working on for several years. His goals were to make the website easier to navigate, put items in a logical order, make it more attractive and easier to maintain. Starting with the static menu bar, he showed some of the drop down menu's which were relevant to Group Leaders including where all the information they need has moved to, how personal information has been replaced with a contact form, where the new Online Membership form is located, Venue list the Local Events page etc. Gary asked that changes are relayed so the information can be updated.

Questions arising:

**How to add items to the Local Events Page** - Gary or other Committee members can do this if information is provided.

**How to access Emergency/Next of Kin information** - Group Leaders should ask for this information from their members and keep safe. We also provide In Case of Emergency (ICE) cards at the monthly meeting which members can carry with them. However calling 999 and letting the professionals deal with an accident is probably the first option. One Group Leader advised a member refuses to give their ICE contact but we cannot do much about that.

An update to a Venue in Middle Rasen was provided, and it was advised that Lammas Leas hall had to be re-booked annually, and several other venues are the same.

#### **3. RISK ASSESSMENTS**

Nick Wilson introduced himself and explained that he has re-designed the Risk Assessment (RA) forms to make them easier and more straightforward to complete. Blank forms were distributed but they can also be found on the website. He suggested that brief details were noted and unless there is a change, it only needs to be completed once and kept. He requested that GL's complete these forms asap.

#### **4. INCIDENT FORMS**

Gary showed a slide of the new form which had recently been completed, as an example. He advised that even a minor accident should result in a form but in the event of something serious, 999 should be called and the Incident Form filled in later. They should be sent to the Groups Co-Ordinator for filing. If the accident happens in a public venue, they will also need a copy for their records.

#### **5. GROUPS INFO**

Items covered in this section included Groups Etiquette (an addition was suggested by a member), Grants available to Groups and finances, how to check if a member of a group has not renewed and a request for GL's to check their member's status, and that there is an equipment list that groups can draw on.

## **6.CODE OF CONDUCT/POLICIES**

Sharon told members that all the Policies had been reviewed this year, and that each month an article summarising a Policy has been in the Newsletters. This is because the guidelines apply to all members and not just Committee. They can all be found on our Website.

The member Code of Conduct is a new addition to the Trustees version, and was printed in the October Newsletter.

## **7.CLOSE**

Steve closed the meeting thanking the GL's once again for their hard work, and requested that they keep giving us their input. Committee do listen and work on their behalf.He thanked the Committee for organising the event and David Oliver thanked him for standing in as Interim Chair.

## **THE OTHER VOLUNTEERS ARRIVED & AFTERNOON TEA WAS SERVED**

The Volunteers were thanked for all their support over the last year.

Sharon Rupp  
Secretary