

**Cardiff U3A Executive Committee Meeting  
Monday, 6th July 2020 - Paper S/08/20/01**

**Committee Members:**

Owen Parry (OP)	Chair
Nonn Vaughan (NV)	Groups Co-ordinator
Kirsten Freeman (KF)	Membership Secretary
Lesley Hales (LH)	Secretary
Tony Baines (TB)	Vice Chair
Alison Firth (AF)	Treasurer
Mario Greening (MG)	Monthly Meetings

1. It was not possible to hold a meeting on 6th July 2020, in view of the Covid-19 pandemic.

2. The following papers were circulated to committee members for their consideration:

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|--|--------------------|
| • Minutes of the meeting held on 1st June 2020                               | - Paper S/07/20/01 |
| • Chair's Report   | - Paper C/07/20/02 |
| • Paper from TAT - Third Age Trust Membership Subscription                   |                    |
| • Paper from TAT - Ordinary Resolution from the Board of the Third Age Trust |                    |
| • Treasurer's Report   | - Paper T/07/20/03 |
| • Financial Policy   | - Paper T/07/20/04 |
| • Paper relating to communication of policies                                | - Paper V/07/20/05 |
| • Member Code of Conduct   | - Paper V/07/20/06 |
| • Policy relating to Complaints and Disciplinary Matters                     | - Paper V/07/20/07 |
| • Complaints Procedure   | - Paper S/07/20/08 |
| • Disciplinary Procedure   | - Paper S/07/20/09 |

3. Chair's Report - C/07/20/02

The four recommendations **were agreed**, but it was suggested that venues cannot be approached until after 13th July 2020, because they cannot open under Coronavirus regulations until that date.

4. Treasurer's Report - T/07/20/03

**It was agreed** that a part year fee of £10.00 be introduced for new members from 1st September 2020.

5. Finance Policy - T/07/20/04

Following comments from committee members, the revised Finance Policy **was adopted**. All committee members are asked to acquaint themselves with its contents. The Secretary will print off a copy to be kept with approved Policies and Procedures.

6. Paper relating to the Communication of Policies to U3A Members - Paper V/07/20/05

Consideration was given to the communication of policies, particularly the Code of Members' Conduct, to the general membership. **It was agreed** that policy documents would be included on Cardiff U3A website. Other methods of communication could be through the newsletter, at new member events, coffee mornings, monthly meetings.

Further, in view of the fact that the Chair is to communicate with all members concerning the resumption of activities, following the hoped-for easing of lockdown, reference could also be made to the Code of Conduct. Members could be given an opportunity to request a copy of the Code by hard copy, if they did not have access to the website.

7. Member Code of Conduct - V/07/20/06

Following comments from committee members, the Member Code of Conduct **was adopted**. All committee members are asked to acquaint themselves with its contents. The Secretary will print off a copy to be kept with approved Policies and Procedures.

7. Policy relating to Complaints and Disciplinary Matters - Paper V/07/20/07

Following comments from committee members, the revised Policy relating to Complaints and Disciplinary Matters **was adopted**. All committee members are asked to acquaint themselves with its contents. The Secretary will print off a copy to be kept with approved Policies and Procedures.

8. Complaints Procedure - Paper S/07/20/08

Following comments from committee members, the revised Complaints Procedure **was adopted**. The Secretary will print off a copy to be kept with approved Policies and Procedures.

9. Disciplinary Procedure- Paper S/07/20/09

Following comments from committee members, the revised Disciplinary Procedure **was adopted**. The Secretary will print off a copy to be kept with approved Policies and Procedures.

10. Next Meeting

The next committee meeting is scheduled to take place on Monday 7th September 2020, for which papers should be received by the Secretary by 1st September 2020.

**Please Note: There may be a meeting by Zoom on 27th July 2020, to be confirmed.**

Lesley Hales  
07/07/20