

# Four Border Abbeys

## Minutes

Committee Meeting 28<sup>th</sup> March 2024

Abbey Row 2pm

1. **Present** JS CB RA LM AG HH MC PS DA

2. **Minutes and matters arising**

Minutes of last meeting accepted.

Matters arising

AGM was quick and good. Excellent feedback on falconer.

Excellent Group Leaders' Meeting

3. **Chair's report**

Abbey Row – unable to attend yesterday.

ICE cards – requested by AW at GLM. Purchase approved – 200 cards £45 to be paid from central funds.

4. **Treasurer's report**

Circulated in advance – attached.

Gift Aid expected to be about £500. Suggestions for spending: 1)improving sound at open meetings (maybe a PA system or find a way to use 2 microphones?) 2) social meetings – book caterers? 3) group leaders' lunch

Thanks to RA for OSCR return

5. **Secretary's report**

None

6. **Vice chair/Groups report**

Report circulated in advance – attached

Group leaders' 'Thank You' lunch/tea – end September or October. **LM to research a venue**

Thank you gifts for retiring Group Leaders – discussed – to be discussed again at next meeting.

Put next GL Meeting on calendar for 2025? **LM to consider.**

Crime fiction moving to Abbey Row in September

7. **Equal opportunities/inclusion policy** – attached. JS summarised issues. IT was agreed to adopt the Third Age Trust standard Equality Diversity and Inclusion Policy – attached. Group Leaders will need training at next meeting. JS to take on role of Accessibility Officer.

### **Monitoring**

To be included on 24/25 membership form:

Do you have any particular needs you would like us to be aware of in confidence, such as allergies, disability, illness etc? tick box; line below Please specify. Information generated to be held and reviewed by Inclusion Officer.

Group Leaders: Training required esp of 'reasonable adjustments.'. Encourage GLs to make clear the OFFER of the group/activity, specifying accessibility on the website/in correspondence. Forewarn members of any issues as far as possible.

Food at socials – specify allergens as far as possible

Speakers – inclusion/diversity issues to be put into program when possible

Statement of working procedure/practice. This was adopted as a broad outline of the 4BA practice, and is expected to develop over time:

It is expected that members will undertake u3a activities independently. If they are unable to be fully independent, for example with mobility, they should inform and discuss this with the Group Leader. Members may bring a carer (who is not a u3a member) to any activity to improve accessibility.

Members must not be routinely expected to take on caring responsibilities for other members, for example, guiding or pushing a wheelchair. This is a health and safety issue. Members are untrained in such responsibilities.

Group leaders will make efforts to ensure that venues and activities are accessible for all members. This might involve phoning venues to ensure they have ramps or lifts for example.

Group leaders should state on the group's web page/ correspondence the accessibility of the group's activities. For example:

**Fully accessible** – such as activities on the ground floor of Abbey Row or in a public venues such as an accessible café

**Limited accessibility – please check with Group Leader.** For example, groups which visit different venues.

**Not fully accessible** – for example groups which have outdoor activities

Transport – where possible accessible transport will be used for trips. Where there is a cost implication of this, the financial viability of the trip as a whole must be considered. All Four Border Abbeys activities are self-funded. Activities are not routinely subsidised. If the additional cost to participants in a trip of accessible transport is unreasonable, the trip would be classified as ‘not fully accessible.’

### **Actions**

JS to email Group Leaders

JS to write to members including ‘reasonable adjustments’ outline. Make clear that onus is on members to inform GLs about their needs. That GLs are volunteers.

CB to circulate policy with corrections.

8. **Timing of committee meetings** – next meeting 25.4.24 10.30 Abbey Row or by electronic means if there are no issues that require discussion

### **9. Arrangements for Open Meeting 4.4.24**

Arrival after 1.15. Pru to read questions – avoid running around with microphone.

### **10. AOB**

Membership report see attached

Summer trip: MC outlined the opportunities in Culross. Price to members will be bus only. MC to introduce at April open meeting.

RA: promoting other groups/ activities. Will now only be on the facebook page. GDPR issue  
RA – Beacon are working on an ‘unsubscribe’ button.

RA – there is danger of gmail/yahoo treating emails without a member name at the top as junk, and failing to send them. This has not happened as yet. CB very reluctant to do this as it results in a huge number of responses all of which have to be dealt with individually, making a vast amount of unnecessary work. ‘Dear member’ will only change to ‘FAM’ only as and when this actually becomes an issue.

