**Minutes of WEA meeting held on Tuesday 15th May 2018 at 10.15 am at 24 Edward Avenue, Brightlingsea**

Present: Pauline Skerritt, Sue Haywood, Peter Norfolk, Joan Cole, Joyce Rodger and Angie Wilson.

Apologies were given for Anne Ingram, who thanked everyone for their hard work, Pauline Smith and Sally Whiteman.

Pauline Skerritt took the chair and welcomed everybody.

The previous minutes of 30th January 2018 were read and signed.

Matters arising:

Sally has spoken to Terry who will include the urn with the Parish Hall items for PAT testing. If the urn has not been tested by September we will arrange for it before the new Autumn term. Peter will check this when he descales the urn.

WEA Membership. Sue has still not received her membership card and will contact Pearl Ryall about this.

**Feedback on Geoffrey Chaucer Course.** This was all good, the committee thought Graham Platts was an excellent tutor, with a sense of humour, who could teach to all levels, he was well prepared and had a good pace. He was the only tutor who has ever given us written feedback, both at mid-term and the end of term.

**Arrangements for ‘From Page to Screen - Adapting Literature for the Movies’: enrolment, books, coffee, noise levels.** Pauline updated us on the fact that our chosen and given course, ‘Art in East Anglia’ tutor Sue Pownell had ceased to be an option when the tutor decided she could not offer daytime classes. The Branch had been offered only two courses and only this one was suitable. While being disappointed the committee thought the course will be interesting and a slightly new area of discovery. Enrolment arrangements will be as before, with people encouraged to enrol online and at the September coffee morning, or by phone. Anne has had the book list. Numbers were discussed and it was agreed that 40 will be a top maximum, the Parish Hall can hold up to 50 for a public meeting. Coffee arrangements will be explained to the group, if there are more than 30 enrolled we need 3 people to help with coffee. It must be understood that most clearing up happens at the end of the class. The tutor, Stephen Poulter, has been invited to one of the summer coffee mornings. Before accepting the course Angie had asked Tracy Pulford, Parish Clerk, whether a film course would be acceptable. The Parish Hall is a working environment and a previous music course had disturbed staff. Ms Pulford agreed and Angie has explained the position to the tutor.

**Committee and committee roles.** Angie asked if everyone was happy with their present role. Sue thought she and Pauline Smith make a good team for coffee, Pauline Sk will continue with publicity. We did discuss the possibility of help with the library books for Anne, as she should not do much lifting, and Peter will explore this with Dave Peck. Equipment remains a shared responsibility. AW reminded the committee that a room survey of the Parish Hall will be needed in 2019.

**Equipment and books held by Angie.** The branch digital projector is on loan to Patrick Denney, Angie will continue to store its two speakers for the present. It was agreed that Angie can dispose of a few, out of date, WEA publications.

**Data Protection.** The draft WEA Branch Data Protection Policy was discussed and amendments to the lay out (and content of the consent form) were made. This will be sent out separately at the same time as the Newsletter. All inactive (no participation in the last two years) personal details will be removed from the Branch records. Consent forms will be taken to the coffee mornings and folk will be asked to respond to the DP e mail.

**AOB** Angie hoped to send out the Newsletter before 25th May.

Sue asked for suggestions for a trip next term, possibly a visit to the Museum of Moving Images, or a film show.

Peter filled us in with Federation and Regional news:-

The Regional Budget is under review.

Online registers are being developed but we still need a paper system.

Ofsted gave the WEA a Grade 2 (good).

15 is the minimum for a course to run.

Events, which are part of a course, must be notified to the Region.

Ray Hedley is retiring and a new editor for the Federation News is needed.

The next Federation Meeting is on 7th June at Chelmsford, Peter cannot attend and no one was able to go in his place.

Joan requested that the final return should be shown at the next committee meeting. She will contact Jackie Grainger regarding the form to be filled in and some questions that she has. Angie offered to help with the return.

**Date of next meeting. 30th October at 12.15 at the Parish Hall, Brightlingsea.**

The meeting closed at 11.45 am.