

Committee meeting

held on Monday 16th September 2024 at 3.00 p.m.

@ Ridgeway Community Centre

MINUTES

Present:

Chairman: Malcolm Brooks.

Minutes: Hilly Bailey / Jane Milne

Committee Members: Anna Gordon, Yvonne Griffiths, Tony Fenner, Bob Ferguson, Sarah Robinson, Neil Kelly and Hilly Bailey

1	APOLOGIES FOR ABSENCE: IS and KJ In the absence of the Chairman and Deputy Chairman HB (as Secretary) proposed Malcolm Brooks to act as Chairman for this meeting. TF seconded, passed unanimously.	ACTION
2	<p>APPROVAL AND SIGNING OF MINUTES OF LAST MEETING</p> <p>Minutes of the previous meeting held on the 5th August 2024 were taken as read, approved and signed.</p> <p><u>Matters arising:</u></p> <p>Point 2: SR said she had prepared a draft letter to convenors asking for membership of their groups and would send it to YG for distribution</p> <p>AG had now received a pdf version of the newsletter from SR and had prepared some welcome packs.</p> <p>SR said she would continue to distribute a mid-month reminder in the form of a slimmed down newsletter.</p> <p>SR said she would like to continue publicising the need for someone to volunteer for the preparation and distribution of the pdf version of the newsletter.</p> <p>JM passed hard copies of old Minutes for MB to archive.</p>	<p></p> <p>SR/YG</p> <p>SR</p> <p>SR</p>

3	<p>SUCCESSION PLANNING AND REVIEW OF THE SUMMER LUNCHEON</p> <p>IS had passed his thanks, via MB, to the Committee for their hard work for the Summer Luncheon. IS suggested we needed to look at costs, look at savings in purchasing, otherwise we might need to increase the cost to £10 per head</p> <p>After TF had reported on his spreadsheet of summer luncheon costs it became clear that some of the expense was for reusables rather than consumables (the flutes, any cutlery purchased). TF and MB to create new cost centre to record reusable asset expenditure. This cost centre should not be retrospective but start with August 2024 as month 1. Such equipment should be listed on the asset register.</p> <p>Taking this into account the ‘overspend’ was reduced considerably. TF was content this increase in costs could be comfortably covered by the excess amount held in the savings account.</p> <p>TF to produce a recalculated spread sheet of costs at the next meeting.</p> <p>YG made a note to provide tap water on tables next year and to purchase ‘corona’ bottles for the event.</p> <p>SR would run an advertisement in the Newsletter nearer our next summer lunch asking for volunteers to shadow the present team. YG said the main problems were the storing of food and the organisation of the teams.</p> <p>RF suggested compiling a ‘Really Useful Group (RUG) to help out on one-off occasions at events. RF volunteered to investigate further and report back.</p>	<p>TF/MB</p> <p>TF</p> <p>YG</p> <p>SR</p> <p>RF</p>
4	<p>WEBSITE CONTENT</p> <p>Listed groups on the website is not up to date, it just gives a general view of what interest groups are available. The information in the newsletter is always up to date.</p> <p>“Contact page” gives the incorrect email address – SR to rectify.</p> <p>After much discussion it was agreed that SR would put a link to WoW for IT support etc. on the newsletter rather than the u3a appearing to favour a particular company via advertising.</p> <p>BF proof reads the website and newsletter for SR.</p>	<p>SR</p> <p>SR</p>

5	<p>STANDING REPORTS</p> <p>Finance: Treasurer account £2,552.60, Interest Account £11,440.14. There are no outstanding payments or expenses. No open outings. Gift Aid due next February / March 2025. Capitation is paid. All income is via subs, gift aid and surplus from outings. Outings shows a surplus of £616. There is no longer a “singing for fun” group. Whist group has £29.41 surplus. Half yearly examination of accounts is due at the end of September, HB to assist Doreen Pinnell.</p> <p>YG: She is setting up a new current affairs group. Carol Chaplain has stepped down as convener for a lunch group. YG to set up a new non-driver lunch group – YG to send “copy” to SR for publishing in the newsletter. YG is looking into a new activity group (line dancing or folk dancing); the Leader has to have their own liability insurance and members must pay a term in advance. YG and SR to reassess spaces in the Jazz group. SR to put am or pm against groups in the calendar where known.</p> <p>TVN: Nothing to report.</p> <p>Outings committee: Nothing to report.</p> <p>Database/Membership statistics: 495 active members, seven new members since the last committee meeting (1 x wife, 3 x friend, 2 x website, 1 x sibling).</p> <p>IT: MB looking at the old black laptop to evaluate presentation software other than PowerPoint. This in case we move away from MS365.</p> <p>Newsletter/Website/Emails: After much discussion it was agreed committee members must send their “copy” to SR by the 25th of the month to allow time for BF to proof read and SR to publish before or on the 1st of the following month. There is no guarantee of late copy being publicised after the 25th - exceptions include issues raised at a committee meeting and / or crucial information for members. 12 newsletters are posted. SR apologized with an explanation to the committee for recent events.</p> <p>Speakers: Next sub - committee meeting in October for arranging speakers for 2025/26.</p> <p>U3a Matters: Nothing to report.</p> <p>Secretary: Nothing to report</p>	<p>YG</p> <p>YG/SR SR</p>
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16	<p>AOB</p> <p>IS: c/f to next meeting membership of a proposed IT sub-committee.</p> <p>IS: IS to send proposed future dates to the committee. The committee decided on a 2.30 pm start to future meetings after discussion about 2.00pm and 3.00pm.</p> <p>HB: c/f new member's tea to next meeting. MB to confirm number of new members since last tea.</p>	MB
	<p>DATE AND TIME OF NEXT MEETING</p> <p>Monday 28th October @ 2.30pm at Ridgeway Community Centre (HB to take minutes)</p> <p>Future meetings: 9th December.</p>	

Signed Chair of Committee: _____

Date: _____