

Committee meeting

held on Monday 24th June 2024 at 2.00 p.m.
@ Ridgeway Community Centre

MINUTES

Present:

Chairman: Ian Shipton

Minutes: Jane Milne

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

1	<p>APOLOGIES FOR ABSENCE:</p> <p>MB and SR</p>	ACTION
2	<p>APPROVAL AND SIGNING OF MINUTES OF LAST MEETING</p> <p>Minutes of the previous meeting held on the 13th May 2024 were taken as read, approved and signed with amendment to point 7 under Secretary – “by” changed to “to”.</p> <p><u>Matters arising:</u></p> <p>Point 3: BF shared practice at Croydon u3a - members were given a membership card with their name, membership number and date using a different coloured card for each year (when finances available). Members were asked to sign in at Speaker meetings. Non-members/renewals were referred to the Secretary. Group Conveners sent their membership list in 3-4 times per year and the Committee took action where necessary. While Trustees (members of the committee) are responsible for finance, they are not responsible for insurance, which is dealt with by the National Office. HB pointed out it may be easier to give membership cards if we used Beacon, we dropped membership cards long ago as they were not used and most people forgot them anyway. It was agreed YG would write to all conveners asking for their up-to-date lists and pass on to MB.</p> <p>Point 6: TF has removed PB and AH’s signatories.</p> <p>Point: Singing for Fun – no invoice since March and no income – arrears are increasing which is a concern. KJ to contact Helen Futcher urgently.</p>	<p>YG / MB</p> <p>KJ</p>

3	<p>AMENDMENTS TO PRIVACY POLICY</p> <p>IS previously sent policy with suggested amendments to the committee. All agreed with amendments. IS to publish on the website.</p>	IS
4	<p>CHAIR TO HOLD ALL PASSWORDS</p> <p>IS circulated a new policy named Login and Password Policy. All agreed the new policy. IS to publish on website.</p>	IS
5	<p>NEW EXAMINER OF ACCOUNTS</p> <p>KM no longer wishes to hold this position.</p> <p>SR to put a note in the NL asking for a volunteer noting you do not need to be an Accountant. TF to draft a letter – send to committee for approval then pass on to SR.</p> <p>HB offered to check the accounts mid-year in September but is not allowed to check end of year. If no one comes forward we will need to pay someone.</p>	SR/TF

6	<p>SUMMER LUNCHEON</p> <p>Hall and gazebos booked by HB.</p> <p>IS to hire a van and collect gazebos and chairs supported by his wife and heavy gang.</p> <p>SR to advertise for heavy gang (need 8) and food gang in the NL - YG will organise food gang.</p> <p>JM/YG to purchase food.</p> <p>AG/NK to purchase soft drinks and Prosecco. Two tables required – JM to help serve drinks.</p> <p>Peter Mason has agreed to lend his PA system.</p> <p>SR to advertise price of £8 – pay on the day (SR to collect the money) – maximum of 120 due to H&S of the Hall.</p> <p>Members to arrive by side of the hall NOT via the main entrance or kitchen door.</p> <p>YG to check stock and place an order for cutlery / plates etc. if required</p> <p>The Music Performance group and the Ukulele group are very happy to showcase some of their work throughout the year whilst drinks are being served. Each group will perform for approx. 10 minutes.</p>	<p>IS</p> <p>SR</p> <p>JM/YG</p> <p>AG/NK</p> <p>SR</p> <p>YG</p>
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7	<p>DEPUTIES TO MEETINGS AND FOR OFFICERS</p> <p>Committee members must let the all the committee know if they <u>cannot</u> attend a Coffee morning or Speaker meeting.</p> <p>AG to prepare a “welcome pack” containing a membership form and a printed Newsletter for all committee members to have with them at Coffee mornings and Speaker meetings</p> <p>IS Deputy for Database KJ Deputy for Secretary MB Deputy for Treasurer KJ Deputy for Chair HB Deputy for Interest Groups (HB and YG to meet separately). MB to automatically forward all emails to YG to HB.</p>	<p>ALL</p> <p>AG</p> <p>MB</p>
8	<p>TABLE AT COFFEE MORNINGS FOR GROUP PRESENTATIONS</p> <p>After much discussion this was not agreed. IS to write to Chair of Climate Change Interest Group</p>	<p>IS</p>

9	<p>STANDING REPORTS</p> <p>Finance: £4K moved from Treasurer Account to Interest Account. £8k received for full payment of September Walking holiday and £2500 for 2 Outings - <i>this money is ring fenced</i> – hence an increase in balances for Treasurer £12,948.88 and Interest £11,407.36.</p> <p>Interest groups: Possible new Cribbage group in the Autumn. Not many members on a waiting list.</p> <p>TVN: Next meeting 26th July.</p> <p>Outings sub-committee: Poppy Factory Trip cancelled due to lack of communication from Poppy Factory. TF can see who has paid but doesn't know who is on an outings list - KJ could let TF know. Peter Wood organised an excellent trip to Bath. Looking at Outings to RSC for Xmas, Chinnor Railway, Bristol and National Arboretum.</p> <p>Database/Membership statistics: 483 active members, 5 joined since last committee meeting, 1 resignation and sadly one death.</p> <p>IT: New Speaker Laptop up and running.</p> <p>Newsletter, Communications and Website: IS and SR have been in frequent liaison. It was noted all finances must go through the committee. MB/IS/SR need to meet. Beacon has improved approx. £1 / head.</p> <p>Speakers: Looking at speakers from Xmas 2026!</p> <p>U3a Matters: All received a newsletter via email.</p> <p>Secretary: HB cannot upload annual report until August / September due to a technical issue their end.</p>	KJ
10	<p>ANY OTHER BUSINESS</p> <p>NK wrote an article about his childhood memory of WWII which was published - all agreed it should be put in our NL (NK to forward to SR)</p> <p>HB asked for approval to cancel our room hire at Centre 70 for committee meetings – all agreed.</p>	<p>NK/SR</p> <p>HB</p>

	<p>DATE AND TIME OF NEXT MEETING</p> <p>Monday 5th August @ 2.00pm at Ridgeway Community Centre</p> <p>Future meetings: 16th September, 28th October and 9th December.</p>	
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Signed Chair of Committee: _____

Date: _____