

## Committee meeting

held on Monday 28<sup>th</sup> October 2024 at 2.30 p.m.  
Ridgeway Community Centre

### MINUTES

Present:

Chairman: Ian Shipton

Minutes: Hilly Bailey

Committee Members: Anna Gordon, Yvonne Griffiths, Tony Fenner, Bob Ferguson, Neil Kelly, Ken Johnston and Malcolm Brooks

1	APOLOGIES FOR ABSENCE:  JM	ACTION
2	APPROVAL AND SIGNING OF MINUTES OF LAST MEETING MATTERS ARISING  Minutes of the previous meeting held on the 16 <sup>th</sup> September 2024 were taken as read, approved and signed.  <u>Matters arising:</u>  The majority of Matters Arising were deferred to the next meeting as SR was absent and the Matters mostly needed SR's input  Item 16 AOB: Membership of IT subgroup covered under Item 6 below.	JM/SR
3	FUTURE COMMITTEE DATES  Committee members agreed to IS's list of future meetings.	
4	COMMITTEE MEMBERS' JOB DESCRIPTIONS  Committee members were asked to review the job descriptions previously circulated, make amendments and forward to BF. BF to compile draft document of amended descriptions for presentation and review at the next meeting.	BF
5	NEW MEMBERS' TEA – DATE AND VENUE  This to be held once either 70 new members since the previous tea or 12 month period had been reached. MB reported 48 new members so far.	

6	<p>MEMBERSHIP OF NEW IT SUBGROUP</p> <p>BF, IS, MB and SR were confirmed as members of this subgroup. The subgroup to meet and produce brief 'way forward proposal' by each member for submission to the Committee for discussion early in the New Year. This subgroup subsumes and supersedes the current e-mail subgroup.</p>	IT Subgrp
7	<p>MAILED NEWSLETTER</p> <p>IS reported that, in his experience, the mailing of hard copy Newsletters was no longer cost efficient and should be halted. The Committee agreed. This would start with the November Newsletter. The November mid-month reminder would announce that it would no longer be mailed-out. An explanation for this would be included as an item on the EGM Agenda for February. Newsletter hard copies would be available for collection at Speaker Meetings and Coffee Mornings. Reaction would be reviewed at end March.</p>	SR
8	<p>SUGGESTED SURVEY ABOUT OUTINGS</p> <p>KJ said the proposed survey was produced to assist the Outings Committee with arranging future outings. It was confirmed that the use of Google Forms would not expose members' email addresses. Responses to the survey would be returned to KJ. AG suggested that the freeform fields should be changed to tick-box responses. MB suggested that the length of membership was not required as it would not matter if outings were repeated. KJ said he would take comments back to the Outings Committee. The survey would be tested out on the Outings Committee before going live.</p>	KJ
9	<p>FINANCIAL CONTROLS DOCUMENT</p> <p>This was raised because a reference had been made to this document at an AGM Meeting. HB said the reference was to items in the Policy Book laying out the procedure for cheque signatories and access to bank accounts. The Committee agreed that a formal Financial Controls Document should be drafted. MB would investigate any u3a guidance and, together with TF, would produce a draft document, relevant to our group, for approval at the next Committee meeting.</p>	MB/TF

10	<p><b>STANDING REPORTS</b></p> <p><u>Finance/Finance Controls</u> - TF reported the Treasurer's Account balance as £1,873.48 and the Savings Account at £11,449.54 making a total of £13,323.02.</p> <p>Outings are breaking even although currently did not include 7-8 payments still due for the High Wycombe event. The Whist Group was £68.67 in credit.</p> <p>After final categorisation of Summer Luncheon expenditure it was found £175 more was spent on food this year than last. Some expenditure had now been reassigned to fixed assets rather than consumables. TF would inform MB of the items, their cost and where they are housed in order that MB can update the Fixed Assets Register.</p> <p>MB/TF would create a new cost centre in order that consumables and non consumables can be recorded separately.</p> <p>YG said that some of the increase in food costs could be accounted for by the fact more fresh foods were bought this year as there was not enough storage space for frozen foods.</p> <p>HB said that the Committee should try to decide at what level cash reserves should be fixed.</p> <p>TF said that TAM is to rise from £3.50 to £4.00 per issue. He also said that some u3a's were experiencing difficulty in reclaiming Gift Aid. TF would try to find out what their difficulties were.</p> <p>TF had met with Doreen Pinnell, with HB also in attendance, to carry out the 6 month interim review of accounts. DP seemed to immediately understand the procedure. TF thanked HB for her input.</p> <p><u>Interest Groups</u> - YG had received interest from 23 members for a new Line Dancing group. She had found a teacher for £35 per hour and room hire at Benson for £22.50 per hour. Attendees would be required to pay for 3 months in advance and no refunds would be made for absentees. YG insisted that 2 attendees must be appointed as Convenors.</p> <p>YG also reported interest in new cribbage and current affairs groups.</p> <p>MB said, based on returns so far, 311 members belonged to one or more groups. Following BF question about non-members attending groups it was agreed that MB would approach the Convenor and inform them in order to see if that person was, indeed, attending the group. If they were MB would pass the name to YG who would contact the individual concerned to encourage payment. If no payment forthcoming the Convenor would be</p>	<p>TF</p> <p>MB/TF</p> <p>TF</p> <p>MB</p> <p>YG</p>
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	Date and time of next meeting  Monday, 9 <sup>th</sup> December, 2024 at 2.30 pm at Ridgeway Community Centre	
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Signed Chair of Committee: \_\_\_\_\_

Date: \_\_\_\_\_