

Committee meeting

held on Monday 6th January 2025 at 2.30 p.m.
@ Ridgeway Community Centre

MINUTES

Present:

Chairman: Ian Shipton

Minutes: Jane Milne

Committee Members: Anna Gordon, Malcolm Brooks, Yvonne Griffiths, Tony Fenner, Ken Johnstone, Sarah Robinson, Neil Kelly and Hilly Bailey

1	<p>APOLOGIES FOR ABSENCE:</p> <p>BF</p>	ACTION
2	<p>APPROVAL AND SIGNING OF MINUTES OF LAST MEETING</p> <p>Minutes of the previous meeting held on the 9th December 2024 were taken as read, approved and signed.</p> <p><u>Matters arising:</u></p> <p>Item 4: IS posted five printed newsletters by 2nd class stamp and delivered the remainder by hand.</p> <p>Item 9: TF confirmed the refund from Riviera travel was legit.</p> <p>YG gave the u3a bank details to the convener for the Line Dancing Group.</p> <p>IS will chair the new IT subcommittee.</p> <p>IS has not contacted SR regarding training for the hand-over of the Newsletter, she is ready to proceed with the survey once actioned by the Outings committee.</p> <p>Item AOB: KJ confirmed the coffee morning has been moved to the 10th January.</p>	

3	<p>CELEBRATION LUNCH</p> <p>62 booked (57 via online booking form), TF to check payments of recent bookings.</p>	TF
4	<p>UPDATE ON COMMITTEE MEMBERS' JOB DESCRIPTIONS</p> <p>c/f to next meeting</p>	
5	<p>CONFIRM COMMITTEE ISSUES FOR TVN REP</p> <ul style="list-style-type: none"> • They are not disseminating information to the membership. • They need to revisit their current aims and objectives. • They should have Chair, Treasurer and Secretary roles filled to operate as a Charity. • Should Head Office disseminate information direct to u3a's and not via the TVN? • Concern Study Days are no longer face to face. • The u3a provide online training now – is this still a role for the TVN? • Head Office should review the need for the TVN. 	
6	<p>DRAFT FINANCIAL CONTROLS DOCUMENT FOR DISCUSSION / APPROVAL</p> <p>HB shared her suggested amendments to the document, previously prepared by TF and MB, with the committee which were all approved.</p> <p>TF to rewrite the document with the agreed amendments and share with the committee at our March meeting for approval.</p>	TF
7	<p>RESOLUTION TO HOLD EGM ON 19TH FEBRUARY 2025</p> <p>KJ to chair in IS absence.</p> <p>After a short discussion HB as Secretary PROPOSED an “EGM should be called to approve Doreen Pinnell be appointed as Independent Examiner of Accounts 2024/25 on Wednesday 19th February 2025 at 2.00pm”. This was SECONDED by Treasurer TF and PASSED unanimously.</p> <p>HB to prepare all documentation / format for KJ.</p>	

8	<p>DISCUSSION OF PROPOSED CONSTITUTION</p> <p>HB shared proposed changes with the committee which were all agreed.</p> <p>HB to amend the Constitution and send to the National Office (u3a) for comment on behalf of the Committee. HB will then send a copy to SR for publication on our website for discussion and adoption at the AGM in May 2025. A copy will be sent to the Charity's Commission once it has been officially adopted.</p>	HB
9	<p>DISCUSSION AND POSSIBLE ADOPTION OF TRUSTEE CODE OF CONDUCT</p> <p>HB suggested a minor amendment which was agreed by the committee.</p> <p>HB to amend and send a copy to all committee members by email, members to print off, sign and bring to the March committee meeting.</p>	HB

10	STANDING REPORTS	
	<p>Finance: Treasurer account £3,626.54, Interest Account £11,468.68 (of which £2,032 is for the celebration lunch – to be invoiced).</p>	
	<p>YG: Setting up a new Board Games group. To advertise for a “Blokes Books” group. SR confirmed she is still responsible for the calendar. She already publishes the current month calendar on the website, and will publish the next month calendar alongside it during the last week of the current month. SR confirmed she will acknowledge YG’s emails when she has completed YG’s requests or information. SR continues to email Conveners monthly for any updates.</p>	SR SR
	<p>TVN: NK is currently the only member to receive TVN minutes, he is requesting the Chair and Secretary are added to the mailing list. He will be writing a report shortly for WoW.</p>	NK
	<p>Outings committee: All booked – working on a Holiday and Xmas for 2025. KJ to send list to SR for website.</p>	KJ
	<p>Database/Membership statistics: 508 in total.</p>	
	<p>IT: IS to suggest possible dates for the new group to meet.</p>	IS
	<p>Website: Usual peaks around publication of the newsletter and members checking the calendar. YG requested SR put am or pm against the groups in the calendar. SR has added a “Committee page” where members can read minutes of committee meetings.</p>	SR
	<p>Speakers: Speakers are published on the website for the following 18/24 months.</p>	
	<p>U3a Matters: Nothing to report.</p>	
	<p>Secretary: Nothing to report</p>	

16	<p>AOB</p> <p>AG: She is not able to attend the next coffee morning (10/01) so a few new member packs were given to KJ. AG is looking to step down as new members secretary – IS to mention the proposed vacancy in his notes for the February newsletter. Printed newsletters are put in the new members pack so no printed copies are required at the coffee morning.</p> <p>MB: “Free” members between January and March each year should not be included in our Capitation and Magazine figures. Members of another u3a only pay £8.50 membership – their membership must be confirmed by their Treasurer to TF before the reduction is given.</p> <p>.</p>	IS
	<p>DATE AND TIME OF NEXT MEETING</p> <p>Monday 3rd March 2025 @ 2.30pm at Ridgeway Community Centre</p> <p>Future meetings: Monday 14th April, Monday 19th May, Monday 30th June, Monday 4th August, Monday 22nd September and Monday 3rd November.</p>	

Signed Chair of Committee: _____

Date: _____