

Committee meeting

held on Monday 9th December 2024 at 2.30 p.m.
@ Ridgeway Community Centre

MINUTES

Present:

Chairman: Ken Johnstone

Minutes: Jane Milne

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

1	APOLOGIES FOR ABSENCE: IS	ACTION
2	APPROVAL AND SIGNING OF MINUTES OF LAST MEETING Minutes of the previous meeting held on the 28 th October 2024 were taken as read, approved and signed. <u>Matters arising:</u> None	
3	MATTERS ARISING FROM 16 TH SEPTEMBER These items are no longer relevant due to SR stepping down as Editor of the Newsletter at the end of December 2024.	
4	REVIEW DECISION RE PRINTED NEWSLETTER After further discussion the Committee agreed to continue sending a printed newsletter to 12 members. IS will prepare a pdf version of future newsletters from January 2025 and arrange printing and posting via 2 nd class stamps to 12 non-email members. SR will prepare a pdf version of the December newsletter whilst IS is away.	IS SR

5	<p>UPDATE CELEBRATION LUNCH</p> <p>JM confirmed 44 bookings so far, SR to put a reminder in the December Newsletter.</p> <p>TF felt we should accept cheques for payment so it was agreed cheques would be allowed as payment in future years.</p>	SR
6	<p>COMMITTEE MEMBERS' JOB DESCRIPTIONS</p> <p>Need to agree the JD for Editor of the newsletter due to SR stepping down.</p> <p>BF has all the other amended JD's.</p>	
7	<p>CONFIRM AGENDA FOR FEBRUARY EGM</p> <p>To appoint new Examiner of Accounts (Doreen Pinnell).</p> <p>Approve quorum for Committee meetings ie at least four one of which must be the Chair, Secretary or Treasurer.</p> <p>To agree a minimum of 80 members at an AGM or EGM.</p> <p>EGM to be notified in January newsletter.</p> <p>HB to forward agenda and supporting paperwork to IS/MB.</p> <p>After the EGM HB will contact the u3a and Charities Commission of any amendments.</p> <p>NB: April 2025 Committee meeting to review all policies and the Constitution</p>	
8	<p>DRAFT FINANCIAL CONTROLS DOCUMENT FOR DISCUSSION / APPROVAL</p> <p>c/c to January meeting</p>	
5	<p>STANDING REPORTS</p> <p>Finance: Treasurer account £3,480.84, Interest Account £11,459.89 total £14,940.73 (higher than previous month due to income for Celebration Lunch). Rates going up for hiring Ridgeway Community Centre- £13.20 to £15.00/hr for larger room and £10.00/hr to £11.00/hr for smaller room. There has been an issue between HMRC and the u3a re Gift Aid. Some u3as have had a full examination of accounts - u3a have appointed Hayes McIntyre to investigate on their behalf. TF thanked MB for standing in for him in recent weeks. TF to contact the Treasurer of the Wallingford u3a re a refund from Riviera Travel regarding a member named Dean.</p>	TF

<p>YG: She has set up a new Cribbage, Line Dancing and Current Affairs groups. After much discussion it was agreed YG would speak to the Convener about paying fees into the u3a bank account (Benson Parish Hall and the Teacher will invoice separately). She is looking into setting up a new Board Games group.</p>	<p>YG</p>
<p>TVN: No meeting since July which NK was unable to attend – next meeting is end of January 2025. Committee members need to agree issues to be raised with TVN at our next meeting. NK said there was a query about how the TVN is financed. NK will look into their constitution and which committee members are on the contribution list. NK continues to prepare an article for WoW every month and was thanked by KJ.</p>	
<p>Outings committee: KJ expressed his concern re the amount of tip given to drivers (£35 for small coach). It was agreed after much discussion to use the surplus £600 in the outings budget to fill the gap for the next 12 months. Margaret Husband is stepping down as she is leaving the area – JM agreed to join the committee. KJ would still like to invite another member to join the committee (notification to go out in January newsletter). SR has agreed to prepare a “voting form” asking for members’ views on future outings. KJ to send his spreadsheet to MB as there are some discrepancies in the amounts.</p>	<p>SR KJ</p>
<p>Database/Membership statistics: 507 members - one new, two left and sadly two deaths plus a few renewals.</p>	
<p>IT: Nothing to report. To be renamed “IT subcommittee” as of 28th October committee meeting. MB as produced a suggested remit for the group to be forwarded to the committee. Does the group need a Chair? IS to confirm his membership of the group.</p>	<p>MB IS</p>
<p>Newsletter/Website/Emails: SR will meet with IS regarding training for the hand-over of the Newsletter, she suggested the format remain the same as current. YG welcomes the calendar in alphabetical order – SR offered to continue managing the calendar (she will need a new email address). SR reported the Conveners appreciate communication with the committee e.g. input into the newsletter. SR will continue managing the website. The Newsletter should not promote commercial IT support. IS and MB will take over Editing the newsletter for the coming months, once the format has been approved / worked a new Editor will be sought from the membership. SR to remove the link to the Helpful Book Company from the website as this has not been agreed by the committee. The Committee wished to record their thanks to SR (in her absence – SR had to leave early for a Doctor’s appointment) for all her work over the last six years as Editor of the Newsletter which has been well received by the membership particularly welcomed during the COVID Pandemic.</p>	<p>SR</p>
<p>Speakers: Nothing to report</p>	

	<p>U3a Matters: Nothing to report.</p> <p>Secretary: Nothing to report</p>	
16	<p>AOB</p> <p>KJ: KJ (key holder) and PJ (organiser of coffee ladies) are unable to attend the 3rd January coffee morning – KJ would like to move the date to Friday 10th January instead. KJ /PJ to check availability of coffee ladies and Church hire for the 10th before informing the membership of a potential change of date.</p>	KJ
	<p>DATE AND TIME OF NEXT MEETING</p> <p>Monday 6th January 2025 @ 2.30pm at Ridgeway Community Centre</p> <p>Future meetings: Monday 3rd March, 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: _____