

**St Austell U3A Committee Meeting  
Friday 29<sup>th</sup> October 2021 at 12.30pm  
Venue: St Austell Arts Centre**

**AGENDA**

1. Welcome
2. Apologies for Non-Attendance
3. Election of Chair for the Committee Meeting
4. Approve the Minutes of the Last Committee Meeting
5. Matters Outstanding from Previous Minutes
6. Financial Update – JS
7. Purchase of a 3rd PIN Sentry Card Reader, to be held by a mandated Committee member to cover payments if CS and JS are not available – JB on behalf of CS
8. New Members – paying by Cheque at Coffee Mornings/Speaker Meetings only?  
JB/AS
9. Social Events Team October Sub-Committee Update – JS
10. Increase in Members with no email address on Beacon - JB
11. Air Purifiers – MT on behalf of Roger J
12. Teas/Coffees at Coffee Mornings and Speaker Meetings – who should get a free drink? Do we supply options to cow's milk, de-caff coffee, biscuits? If so what are the cost implications due to wastage? JB on behalf of CS
13. Communication with Group Leaders for new members – MT
14. Speaker Meetings, when do we want to start these? – JB
15. Outreach Team Update – LD
16. How do we know who has bought a PPC? Can this be logged on Beacon? - JB
17. Covid Update – JB
18. New Groups and Restarts - MT
19. Draft Best Practice Document for Groups and Members – MT/JB
20. Any Other Business