

**St Austell U3A Committee Meeting**  
**Friday April 29<sup>th</sup> 2022 12.30pm**  
**Venue: St Austell Arts Centre**  
**AGENDA**

1. Apologies for Non-Attendance
2. Election of Chair for the Committee Meeting
3. Approve the Minutes of the Last Committee Meeting – JB & LD
4. Approve the Minutes from the Interim Committee Meeting: Topic – Open Day – JB & LD
5. Matters Outstanding from Previous Minutes (both 03/03/2022 and 25/03/2022)
6. Financial Update – CS
7. Closure of the St Austell Branch of Barclays Bank - CS
8. Update on Tasks completed before our and National's Financial Year End on 31<sup>st</sup> March – JB/JS
9. Annual Return to National u3a - JB
10. Non-Renewals Update + Reimbursement of Overpayments to Members – JS/JB
11. Membership Cards not yet collected (BACS) – JS
12. Committee Approval for Latest Version of the Membership Form which includes a change to the Payment Options – JB
13. Improving our Professional Image – The Way Forward - All
14. Approval by the Committee for the 2020/2021 and 2021/2022 Year End Accounts - CS
15. Confirmation that Barry Smeath is willing to check our 2021/2022 Accounts – CS
16. National u3a Interactive Map – Committee Approval for Purchase of Mobile Phone and SIM for Membership Secretary Use - JB
17. Update on Items Purchased with the CCF – JB
18. Committee Approval for Purchase of Wireless Mouse to use with New Laptops – JB
19. Arts Centre – Building Works and Maintenance Issues the Way Forward - JB
20. Protocol for use of Wheel Chair Ramps & will they be for our sole use or will the Arts Centre be able to use them as well - CS
21. Obsolete Laptops (x4) and Printer – what do we do with them? - CS
22. Emergency Contact Details on the Back of Membership Cards - JS
23. PB – Beacon Access Level – JB
24. Calling Last Orders and Time for Teas and Coffees on Speaker Meeting Days - LD
25. Formal Committee Approval for Changes to the TAM Bank Account - JS
26. Events Team Sub-Committee Going Forward – JS
27. Days/Dates for Committee Meetings Going Forward - LD
28. Best Practice for Facilitating Groups Document Committee Approval – JB
29. 2nd Person to Learn how to Run the Address File and do the Upload for the TAM Magazine - JB
30. Groups Update – MT
31. COVID Update – JB
32. Any Other Business