

**St Austell Committee Meeting**  
**Tuesday November 1<sup>st</sup> 9.30 am**  
**Venue: St Austell Arts Centre**  
**MINUTES**

**Present:** Maryanne Thomas, Lucinda Davidson, Sandra Matta, Jenny Skipp, Chris Crane, Chris Scott, Pauline Weir, Carol Folley

**1. Apologies for absence**

An apology was received from Joan Hooper.

**2. Matters Outstanding from Previous Minutes**

Printing of Membership Cards – see Item 9 below.

**CC** said that 4 laptops had been wiped clean and were ready to go. **JS** would contact the charity to arrange.

**CS** said that regarding the approval of finances, he could ask another u3a treasurer to verify. He added that Group Leaders should be asked to provide accurate details of their finances and ensure all bills are paid promptly. This information would be needed before the end of the financial year 2023.

Key safe – see Item 5f below.

A mobile phone for the use of the Membership Secretary has been purchased for queries. This should be safer than use of a personal phone.

**3. Approve the Minutes of the last Committee Meeting**

**MT** proposed approval of the Minutes. This was seconded by **JS**. Agreed by all.

**4. Dates for future Committee Meetings**

**CS** said that a minimum of 4 meetings per annum were required under the Constitution. He suggested 4-6 meetings could be sufficient. Other items could be circulated by email for the records. **JS** said that a meeting was needed in December for preparations for the following January with renewals etc. **CC** said it was important to check members' email addresses were up to date as some do not seem to be. This could be done when members collect their new membership cards. **MT** said she would set up a new Excel page for this. **LD** said she had a blank calendar for 2023 which she would put in the office and a copy in entrance hall.

**5. Information update**

a) The removal of retired committee members from access to Beacon has now been done.

b) Emergency contact card - MT/All – see Item 9 below.

c) Gifts for committee members JS

JS has purchased Gift Cards for RA, SB, PB, JP, CP, SH, BW. A brief discussion ensued regarding the wording for the cards. It was agreed by all that "Thank you for your valuable service to the u3a", would suffice.

d) Update from National LD

RE visit at last meeting – need to update new Constitution – need to add date etc of AGM – checked documents updated. Needs signature. MT has done. ?ask HN for her bit?

e) Transport for members PW

f) Key Safe/keys/filing cabinet documentation LD/JS

A Key Safe has now been fitted in the office.

## 6. Treasurer's Report CS

CS said that the TAM account has now been changed to Social Events. He proposed no change to fees for 2023. Queries re those members who do not have email. How much per annum to post? Whether to charge for Newsletter. Perhaps to ask for copies at the Arts Centre. Also £4 to National.

### ST Austell u3a Bank Balance as at 31/10/22

<b>Main</b>	<b>£15,382.83</b>
<b>Wine</b>	<b>£862.42</b>
<b>Theatre</b>	<b>£1,149.53</b>
<b>Business ME</b>	<b>£650.00</b>
<b>TAM</b>	<b>£2,484.53</b>

7. Committee roles update MT/All
8. Trustee declaration forms and protocols
9. Printed membership cards
10. Transport for Members PW

#### 11. Christmas Preparations MT/All

MT – several groups have made offers of “entertainment” – would like Speakers Meetings for timings with 45 minutes warning. Also various displays from other groups. JS/LD said they would cope with any new members. Where to have the mulled wine – quiet room or the bar. Do we own urns? Need to be checked. Query buying urns - can be used for other events. How many to cater for? Last year 121 members came. Check cupboard first before purchase. CS said alcoholic and non-alcoholic mulled wine should be bought. How many bottles of each? May find ready-made. 15 non-alcoholic/10 alcoholic to a bottle. Mince pies, usually 6 per packet. 150 people = 25 boxes. Buy 30. MT will check with Lidl for prices. Check the Best Before dates. Just serviettes for Health and Safety.

JS said she would be away 3<sup>rd</sup> -25<sup>th</sup> – CS away from 18<sup>th</sup>. Can set up for payments before he goes. MT said need to buy promptly – JS said she could if MT lets her know.

Decorations. LD suggested not so much this year as last year took too long. Tablecloths ok.

Check kitchen for plugs for urns. MT suggested asking for a Booker's card. She would ask.

Music and decorations in the entrance hall (rather than a Christmas tree) to welcome.

Agreed to put decorations up on 24<sup>th</sup> November at 2pm.

Next Committee meeting 7<sup>th</sup> December at 9.30 am.

January 5th no Speaker Meeting. Will just be for renewals.

January 18<sup>th</sup> – Committee Meeting at 9.30am.

From January, Coffee mornings will be held on 3<sup>rd</sup> Friday of the month not 4<sup>th</sup>.

AGM 2023 will be on 5<sup>th</sup> October. Committee meeting afterwards. Easy to prepare in advance. End of July Committee meeting to plan for AGM. MT suggested September to finalise details. Sept 15<sup>th</sup> Coffee morning.

CS asked if KS as Group Leader for meeters and greeters should have access to Beacon. All agreed.

Proposed dates for Committee meetings in 2023: March 15<sup>th</sup>, May 17<sup>th</sup>, 5<sup>th</sup> July and 6<sup>th</sup> September. All commencing at 9.30 am.

12. Using Beacon effectively PW
13. Group visits
14. Timings of Coffee mornings and speaker meetings All
15. Any Other Business All