

**St Austell U3A Committee Meeting**  
**Tuesday November 1<sup>st</sup> 9.30am**  
**Venue: St Austell Arts Centre**  
**AGENDA**

1. Apologies for absence
2. Matters Outstanding from Previous Minutes
3. Approve the Minutes of the Last Committee Meeting
4. Dates for future committee meetings
5. Information/update
  - a. Removal of retired committee members on Beacon
  - b. Emergency contact card MT/All
  - c. Gifts for committee members JS
  - d. Update from National LD
  - e. Transport for members PW
  - f. Key safe /keys/filing cabinet documentation LD/JS
6. Treasurers report. CS
7. Committee roles update MT/all
8. Trustee declaration forms and protocols
9. Printing membership cards
10. Christmas preparations MT/All
11. Using Beacon effectively PW
12. Group visits
13. Timings of Coffee mornings and speaker meetings ALL
14. Any Other Business ALL