

**St Austell U3A Committee Meeting**  
**Wednesday 18<sup>th</sup> January 2023, 9.30am**  
**Venue: St Austell Arts Centre**  
**MINUTES**

**1. Apologies for absence**

**2. Matters arising from November and December Minute**

**3. Agree and sign minutes from November and December Minutes**

**4. Sign off AGM and new Constitution**

All agreed and signed. Paperwork to be filed in office.

**5. Review of registration ALL**

**JS** informed the Committee that 256 members had renewed but 8 had not. Approximately 100 members are still to renew. **LD** added that 11 had said that they intended to renew. So far, there have been 7 new members. **MT** said that this was very good.

It was noted that Dennis Rayner's wife had died. **JH** asked whether a card expressing condolence should be sent. This was agreed. **JH** said that she would buy some cards for future need. Anyone hearing of such news should alert **JH**. **KY** had let the Committee know that John Shaw had also died recently. **MT** would contact **KY** and report back.

**6. Treasurer's Report CS/JS/SM**

**JS** gave a brief summary of the current bank balance. She added that there had been some issues regarding refunds, but these were now all sorted.

**St Austell u3a**  
**Bank Balance as at**  
**15/1/23**

<b>Main</b>	<b>£18,485.94</b>
<b>Wine</b>	<b>£1,033.82</b>
<b>Theatre</b>	<b>£514.45</b>
<b>Business ME</b>	<b>£1,547.86</b>
<b>TAM</b>	<b>£2,337,08</b>

**CS** said **JA** had informed him that there may be a rent increase this year. He also said that the card machine was now working. He also would like Eileen Dunwell to review the accounts again this year.

**JS** said that **SM** could now sign off the accounts and is pleased to be more involved. **CS** thanked **JS** and **SM** for their hard work while he was away.

**JS** asked about a bank card for the Theatre group but **CS** that this would mean too many cards could make things more difficult. He asked why the group didn't round up their costs rather than exact pence as it made it difficult when refunding sums.

**JH** said how much she enjoyed the Treasurer's report at the AGM as she found it very helpful and interesting.

## **7. Information**

**JS** said that she had spent a lot of time on **GIFT AID**. All the information must be registered with HMRC but is complicated. She added that she would meet with **CS** on 9<sup>th</sup> February to complete this. She also added that there would be no financial return until this is all done. **LD** wanted to check the Gift Aid forms already held and the new ones just to ensure all the boxes had been ticked. **JS** said she needed to find out how long the forms should be stored.

**LD** said that an email had been received regarding **TAM**. The cost per member would rise from £3.35 to £3.60 beginning with the April issue. As the cost comes out of the £20 subscription, it means less for our u3a funds. **CC** said that some members were not receiving copies, so he has followed this up with the publishers. Several members of the Committee (**LD**, **SM**, and **MT**) said they do not receive a copy either. **CC** said he would follow this up with National u3a.

**MT** said that **Long Walks** were going very well. **PB** has offered to take on the group while **MT** is busy this year, so they are down as joint leaders. **Vicky** said that they might take it on in the future.

**MT** said that a notice regarding **Public Liability Insurance** should be displayed in the entrance and in the office. **CS** queried the position of non-members attending meetings and other activities. **LD** said that personal carers can be included in the insurance. 'Taster sessions' may be ok but depends on the situation. **MT** said it was not acceptable for non-members to join walks. However, she would discuss the situation with Group Leaders as it was probably better to err on the side of caution. Perhaps non-members could sign something like a disclaimer. **JH** felt that was a valid point in the event of a spurious claim. **MT** said she would create a form.

## **8. New Welcome Leaflet LD**

**LD** had prepared a new Welcome Leaflet which she hoped would be more straightforward and simpler. She would print some for the Coffee Morning.

## **9. Any Other Business ALL**

**JS** said she would arrange for a free session with St John's Ambulance on First Aid Awareness. This would probably be for about one and a half hours.

**CC** said that the two newer laptops will be distributed to local needy people through the charity PL24 Reboot. He added that no one wants the two older laptops.

**LD** thanked **JS** for all her work on producing the new membership cards and lists. She also thanked all those who help to keep everything up to date by checking email addresses etc. **PA** had said that a few emails are still 'bouncing back' so important to check.

**LD** said that a new member Angela (sorry do not now her full name) would like to help.

**LD** cannot find the list of key holders. **CS** said it should be on Beacon but needs to be updated. **CF** said she was happy to hold a key as she lives nearby. **LD** would make a new list.

**LD** also said that Beacon needs to be updated with the names of Committee members. She added that some need to be allowed full access.

**CF** told of an incident at one of the groups where one member was exceedingly rude and unkind to another member within hearing of the other members. Although **CF** was not present at the time, she was told that the incident was quite distressing to those who heard it and felt it was completely uncalled for. **MT** offered to visit the group. In the meantime, **CF** would follow this up and report back as it may need to be an agenda item for the next meeting.

Meeting concluded at 10.48am