

St Austell U3A Committee Meeting
Thursday 17th May 9.30am
Venue: St Austell Brewery, St Austell

Present: CS, JS, LD, MT, JH, CF

1. Apologies for absence.

Apologies were received from **SM** and **CC**.

2. Matters arising from April Minutes.

Committee members discussed the minute particularly paragraph 8 regarding committee transparency. Also discussed Data Protection and issues relating to confidentiality.

3. Agree and sign minutes from April.

The minutes were to be amended and signed on 19th May.

4. Treasurer's report CS/JS/SM

CS said that the bank balance was healthy.

St Austell u3a
Bank Balance as at
15/05/2023

MAIN	£17,829.44
WINE	£1,238.18
THEATRE	£1,615.13
BUSINESS ME	£118.82
TAM	£2176.49

CS said that all the paperwork for the end of year's accounts had been finalised. **JS** has finalised the TAM end of year accounts and agreed to pass them to **CS**. The purchase of a guillotine and a new filing cabinet were agreed by the committee as acceptable capital expenditure. They have now been added to the assets list.

CS said that the Gift Aid application had now been accepted by HMRC and the payment due will be received shortly. She added that she will start collating the necessary information in October ready for the next application. This will be added to the Calendar. It was also suggested this to be an agenda item for June and October.

LD said she had not heard back from National u3a regarding the £4 per member payments for Beacon.

5. Trustees Responsibilities CS

CS said that all members of the committee had signed their copies concerning Trustee responsibilities. He added that he would send out copies of document CC3a regarding the Charity Commission's list of six responsibilities.

6. Information

Items regarding finance and new office equipment we covered in item 4 above. **CS** said that he had arranged for the key safe to be fitted. The new notice boards would be set up before the Coffee morning on 19th May.

MT has forwarded information to Committee members concerning the election of Director/Trustees for the Third Age Trust.

7. Committee meeting format JS

JS said that the Committee needs to have clear structures that are adhered to. Meetings should be kept to 2 hours maximum. Members should send apologies if not able to attend. **CS** said that the aim should be for 1½ hours per meeting with extra time if necessary. He added that items for the agenda should be raised in ample time for consideration before a meeting.

8. Organisation of office JS

JS informed the committee that all the old finance records had been sorted, labelled, organised and stored in the Treasurer's filing cabinet. The old cabinet is in the storeroom awaiting disposal. The old leaflet stands are still awaiting a new home. They could be offered to JA for the Arts Centre or to a charity. **MT** said that she would be away for a few days but on return she could help with sorting more of the office and store. A date would be arranged.

Gift Aid records need to be kept for 7 years. Attendance records must also be kept for a minimum of 3 years for insurance purposes. **CS** suggested that the Group Leaders write on the attendance sheet that there were / were not any incidents that could lead to an insurance claim. **MT** suggested that this be an item for the next meeting's agenda.

JS added that all the keys were now all in the key safe and not on display. However, key rings were still needed.

9. Co-opting to committee

CS said there needs to be an assistant for the Group co-ordinator. Suggestions were made of members who might help if approached. **MT** said that she cannot continue as Group co-ordinator after October as she has other things to do. It was suggested that this be an item in the next newsletter that we need a Secretary and Group Co-ordinator. **MT** said she would be happy to announce this before the next Speaker Meeting. She added that members need to be aware. **CS** said that 3 members could be co-opted. If members need help or support with their groups, they should contact **MT**. **CS** said that members could help eg with admin but do not need to be on the Committee.

10. We are volunteers – how quickly should we update records/webpage

CS suggested we aim to do things within 7 days, such as adding new members to Beacon, etc.

11. Introduction of a taster chit for new or prospective members

It was suggested that a Visitor Pass or email would be a useful way of enabling new or prospective members to try one session with a chosen group before joining. The committee discussed this and agreed it would most likely prove useful.

12. Any other business

JS said that she is happy to be Membership Secretary. She added that she cannot continue as Assistant Treasurer though as she is not able to do both roles. She is happy to continue as a signatory if needed but cannot continue to do the books. **CS** said that he was keeping all electronic records. **SM** will do payments and the books. **CS** has helped her to know the system.

LD reiterated that the committee needs more help. All agreed.

Meeting ended 10.30am.