

**St Austell u3a Committee Meeting
Monday 21st August, 9.30am**

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

1. Apologies

An apology for non-attendance was received from **GB**

2. Matters arising from July Minutes

A new lock has now been fitted to the office door and new labels for the cupboards. **JS** said she would arrange for the disposal of the old printer. **CT** suggested approaching St Austell Freecycle to dispose of rather than take to the dump.

3. Agree and sign minutes from July

All agreed. Minutes signed.

4. Treasurer's Report CS/JS/SM

CS had sent out to Committee members a copy of the first half year of the accounts. **JS** and **SM** are now both off the Mandate re Treasurer. **CS** explained that the Arts Centre is in the process of changing Banks. The HSBC account has been closed but there is a waiting time of one month for the new bank details, so the MAIN account may be a little inaccurate temporarily.

Account details as of 21st August 2023

MAIN	£16,585.04
BUS.ME	£93.05
WINE	£1,593.62
SOCIAL/TAM	£4,009.49
THEATRE	£292.13

There are some refunds from the Minack Theatre. They will be paid to the group to be kept for credit to individuals concerned. All finance is now electronic so will save all BACS payments. Subscriptions/ME goes into the Main Account. Members can pay by BACS.

A question regarding a third card reader was raised. As 3G will soon be going, a new reader for 4/5G would be advantageous and should connect without difficulty. **LD** said that it would help to use upstairs and downstairs rooms when necessary. **CT** had printed off a "How to" process for using the card reader. Also need to know how to provide a receipt for members. **CT** said he would do a trial next time. **CS** said he had only done about 50 receipts since first using the card reader. All agreed to the purchase of a new card reader.

LD said that a new member (because of her personal circumstances) had needed to cancel her subscription and wanted a refund, also for her PP card. **CS** said that because of the U3A's status as a charity, this was not what should happen. However, he agreed that on this occasion an exception could be made.

5. Latest Data Protection requirements CS

CS had sent an email to all re information he had received from National U3A regarding new Data Protection laws regarding the Charity Commission and the role of Trustees. **MT** suggested that if members didn't know what to do with the new forms, then check with **CS**. Some members said that they had not received it. It came through private emails. The system on Beacon needs to be updated. Members cannot reply re St Austell u3a email. It only gets forwarded to the current personal email. Members must reply from their own email. This makes it easier to separate for personal records.

6. Information

MT had sent out an email to all committee members concerning the U3A courses available this Autumn on the different roles, eg Treasurer, Membership Secretary etc. These would be useful for support where necessary. **JH** is considering whether to take on the role of Group Co-ordinator when **MT** resigns from the role. General discussion on who might do what! **MT** had an email re a beach clean. She will look to see what is needed and inform the group in due course.

MT has updated some forms and sent out a new list of groups and a form for volunteering. She added that all forms need to change to the new U3A logo. **CC** said he had a copy and would send it out to everyone. **JS** suggested adding the date, in a footer, to all updated and new forms. All agreed.

JH mentioned the Outreach Group as some members have not returned this year and might need help and encouragement. A few names were mentioned.

LD said that members were still turning up at 9.30am for a 10.30am start for the Coffee morning. She added that the Car parking team were superb.

CS said it may be necessary to look at membership fees, which are £20 for the year. Currently they are fine but there is the possibility of rent rises in the future.

LD has updated the new member form which **JS** said was much easier for her as it had all the details she needed. She added that 15 new members had recently joined. **CS** suggested sending all forms to new members which will confirm their email address,

CC reminded everyone to re-read our Policy Documents. **MT** said she couldn't any from National since 2018. She added that we must review and update ours.

7. AGM All

JS informed the committee that she would not be able to attend the AGM. September 15th will be the next meeting for planning the AGM. Members who do not have access to emails will be sent letters giving details of the AGM plus the inclusion of a Committee Member Nomination form (return by 7th September). **MT** agreed to arrange this. Volunteers would deliver. **LD** reminded the Committee of the need to set out the schedule, at the latest 28 days before the AGM. The 2022 schedule is still on the website. Again, this can be emailed to members or made available at the next Speaker meeting or coffee morning.

8. Christmas event update MT/All

MT said the Ukulele group and the Spanish group would be happy to provide some entertainment. **JS** suggested approaching the Singing group. Possibly Karaoke on the TV screen. Decorating would be organised appropriately.

9. Keyholders CC

CC said it was important to have an updated list of which Committee members and others who hold a key to the office and the main door. [Should I put a list?](#) **JS** asked if there was a list on Beacon. The Key Safe now holds all the keys that might be required by the Committee and Group Leaders. **JH** suggested that if members ask **JA** for a key to the office, he should refuse. Members should contact a member of the Committee. **LD** said that the printer can be used by Group leaders and a supply of paper will be left out for their use.

10. WhatsApp use LD

LD said the Committee should use the WhatsApp messaging to let others know if they are going to be unavailable for meetings etc. Appropriate arrangements can then be set up.

11. Any Other Business

JS said she would be unavailable temporarily. **LD** asked to check who would be available to do the count at the AGM. **CS** asked what needs to be checked for the AGM. **LD** suggested a 9.00am meeting at the Brewery on 6th September. All agreed. **JH** said she'd had a query about Table Tennis. **CC** and **CT** suggested the individual concerned contact the Rugby Club at Tregorrick where they have a leisure centre. The Petanque competition recently held at Tregony for the Colin Brown Trophy raised £180. **CC** won!

Meeting ended at 11.40 am.

Next meeting 6th September.