

**St Austell u3a Committee Meeting
6th September 2023, 9.30am**

MINUTES

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

1. Apologies for absence

No apologies received. All in attendance.

2. Matters arising from August Minutes

A few points were raised but no amendments needed.

3. Agree and sign Minutes from August

Agreed and signed.

4. Treasurer's Report CS

CS said that he would need more help with completing the financial spreadsheet. **CT** and **GB** offered help which was accepted.

5. Information

GB offered her apologies for her lack of commitment to the committee recently. This was due to unforeseen circumstances. All were sympathetic and offered support. She thanked everyone for being so supportive. **CS** was happy to add **GB** to the mandate and discussed with **JS** the possibility of a sharing role. **CT** suggested having a simpler system so that others could understand and help. **CC** suggested seeking additional help after the AGM.

Policy updates -CT/LD

Nothing from National – only version on file is from 2022. **CT** said it has been updated to 2023 as there were no changes. **CC** would put on the website. **CS** said he would send copy to the Charity Commission. He has updated the Trustees but must also amend our Constitution. **CT** said that he had recently been contacted by the Charity Commission. He also suggested keeping an electronic copy in a PDF format and password protected.

CF informed the Committee of an incident that occurred at the latest Family History meeting. A chair partially collapsed when a member went to sit on it. **CF** notified **MT** and **JA** of the incident and recorded it. **MT** said that records of any such incidents need to be kept in a separate file in the office. **JH** suggested having all chairs checked. **CS** mentioned trip hazards and **CF** added that she had noticed that repairs to the carpet on the main stairs were starting to come adrift and could prove hazardous. **CS** said he had contacted Anne Double regarding the lack of access to the centre for individuals with disabilities. Cornwall CC had agreed to send someone out during this day, 6th September.

LD said we need a detailed plan to show where all the emergency exits are situated. There needs to be additional signage. All group leaders need to be fully aware of how to evacuate the building in an emergency, particularly if the groups are meeting upstairs, and cannot use the main staircase. She also said that we need to know who **JA** reports to. We also need to know that Fire Inspections are up to date. **MT** said she would be holding another Group Leaders' meeting in October so could do a 'walk-through' with everyone.

LD said that the new membership forms were now ready for use. She has started the Agenda for the AGM. She added that the Committee could discuss items for the Agenda at the meeting on 15th September. **CC** said he would need a copy as soon as possible to put on the website.

6. Held over until 15th September

7. Held over until 15th September

8. Christmas event update MT/All

This will be held on Thursday, 7th December. **MT** said that the Ukulele, Tai Chi, and Spanish groups have so far offered to do something to entertain members. She added that a meeting would be held after the AGM to organise the Coffee Morning and the entertainment.

9. Any Other Business

CS thanked **CC** regarding all he does keeping the website up to date and other tasks on the computer. He also thanked **CF** for completing the Minutes of Committee meetings and sending them out to Committee members.

LD had found a list from 2017 of key holders. She has started a new list which will be kept in the office. She also suggested an annual audit of the list. It was agreed that members of the committee must sort out historic issues and deal with new ones as they arise.

CS said he had not purchased a third card reader. It would have been £70 just for the printer which meant £2 for every receipt. This would not be acceptable. It was agreed that a written receipt and/or an email confirming receipt of monies would be acceptable. **JS** suggested obtaining a u3a rubber stamp for paper copies.

JS said it was important to follow up on members not attending groups, not responding to communications, hearing that they not well etc. We should not just accept third party information. She added that the Outreach group should work with group leaders. Members' emergency contacts could be approached if it was felt necessary.

Meeting ended 10.40am

Next meeting – 15th September