

**St Austell U3A  
Committee Meeting  
Tuesday 10 October 2023  
Venue: Chris Scott's home**

**AGENDA**

- 1) Apologies for Non-Attendance
- 2) Welcome to new Committee Member Richard Ash (Beacon access, office key, store room code, key safe code, t shirt, WhatsApp etc) LD
- 3) Committee Meeting guidelines LD
- 4) Matters Outstanding from Previous Minutes – 6 September 2023
- 5) Approval of Minutes of the Last Committee Meeting - 6 September 2023
- 6) Treasurer's Report CS
- 7) Confirmation of Committee Roles LD
- 8) AGM AOB discussion re: 1) question from member regarding reduction in room payment for groups attending the Arts Centre, 2) Group leaders to sign attendee records at group events to confirm members PPC's were seen and ticked including latecomers. ALL
- 9) Update contact details/titles on Website and Welcome Leaflet, Charity Commission, etc ALL  
Removal of retired Committee Members on all parts of Beacon ALL
- 10) Set Targets for completion of ongoing tasks:  
Office documentation  
Fire procedures  
Key holder list LD
- 11) Christmas preparations ALL
- 12) Memberships Renewals in January LD
- 13) Timings of Coffee mornings and speaker meetings MT
- 14) Group Leaders Meeting Date TBC MT/CT
- 15) Transport for members PW
- 16) Gifts for Committee Members ALL
- 17) Future Committee meeting dates ALL
- 18) Any Other Business ALL