

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

MINUTES

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

1. Apologies for Non-Attendance.

All members of the Committee were present.

2. Welcome to new Committee Member – LD

LD welcomed RA as a new member of the Committee. She added that he would be brought up to date with all items listed on the agenda. He would also be added to the WhatsApp group.

3. Committee Meeting guidelines – LD

LD said that meetings in the past had often been too long so everyone should be more precise and mindful of keeping to the point. She suggested keeping to 10 minutes per item where possible or leave over to a later meeting.

4. Matters outstanding from previous Minutes - 6 September 2023

Re Item 5 regarding the incident concerning a chair, all chairs have now been inspected and those deemed unsafe have been removed. It was agreed that all Group Leaders need a plan of the building with all fire exits and routes marked plus muster points. They also need to have a risk assessment for putting out the ramps. CT said they were difficult to put out as they weigh 40lbs and the strap had broken. He would look at the process and take photos.

5. Approval of Minutes of last Committee Meeting – 6 September 2023

The Minutes were agreed, approved and signed.

6. Treasurer's Report – CS

CS reminded the committee that he had recently sent out to all members a copy of the accounts for the first 6 months of the financial year. As of 10th October the accounts stand at:

MAIN	£15,609.37
ME	£127.83
WINE GP	£1,676.07
SOCIAL (TAM)	£3,000.40
THEATRE GP	£190.13

JS explained the streamlining of accounts for the benefit of **RA**. The **ME** account is kept low in the event of it being 'hacked'. When the **ME** account runs down, funds will be transferred from the **MAIN** account.

GB will take over **JS**'s role, but **JS** will remain as a signatory. She reminded the importance of keeping each other informed re transfers etc. There are fewer debit cards now. **CS** said that there was a 1.7% cost per transfer fee when using the card machine.

CT offered to set out how the system works following some unkind comments heard from members (at the AGM) that it was 'all very secretive'. It was mentioned that not all members read the accounts' spread sheet. **RA** said that many do not look carefully at the details and **JS** added that monies in each account are not stationary but transient. **CF** suggested that members should be shown how their £20 was broken down and allocated, eg to National, insurance, rent, TAM, cost to run Beacon the website and admin etc. **CS** suggested ensuring that Group Leaders understood this and could explain to their members. He added that 20% goes directly to National u3a. However, the insurance at 24p per member is good indemnity.

CS suggested no change to the £20 annual subscription regardless of the rates of interest and the cost of living. Currently the rental for the Arts Centre is £3250 pa 100 hours usage per month. Yet to be confirmed, this may rise to £6,600pa from January 1st, 2024.

JS proposed that the subscription remain at £20. **CS** proposed to keep the £1per member room fee. **JS** formally proposed and **MT** seconded. All agreed.

7. Confirmation of Committee Roles – LD

LD Confirmed all the Committee roles agreed following the AGM.

Lucinda Davison	Chair
Maryanne Thomas	Vice Chair
Chris Scott	Treasurer
Gulbin Brown	Assistant Treasurer
Richard Ash	Secretary
Jenny Skipp	Membership Secretary
Joan Hooper	Assistant Membership Secretary
Chris Timmins	Groups' Co-Ordinator
Chris Crane	Website/Marketing/Media/Beacon
Carol Folley	Minutes' Secretary

LD added that **RA** would also assist re Beacon administration. **CC** said he would, as a matter of courtesy, check with **PA** as to his role. He would also ensure all committee members would have appropriate access to Beacon and will update the website re roles.

8. AGM AOB discussion – ALL

Item 1) regarding room payment. This was covered in 6) above.

Item 2) regarding attendee records. All group leaders will be reminded of the importance of keeping accurate attendance and payment records for insurance purposes. **MT** said that Group leaders should also ensure that late comers are added

to the attendance sheet plus payment. This will be raised at the next group leaders' meeting (see item 14 below).

RA said it was good that Members asked questions at the AGM. **MT** suggested requesting members present their questions before the meeting. This would also prevent any 'aggression' occurring. **LD** added that this would give time to prepare fully. Some questions are not appropriate at an AGM. **JS** asked if the financial information need be in a spreadsheet as many find it hard to understand the full picture.

9. Update contact detail/titles on Beacon – ALL

CC asked **CT** and **GB** for photographs so he could update the website. **LD** said she would update the Welcome leaflet. She added that the current format was easier and quicker and to print. **CS** said he just needs to update the Charity re **RA**. He added that all on the Committee should have had an email from the Charity. **LD** said that **RA** needs to let National know that he is now Secretary. **LD** explained how to access this. **CC** said that all members of the Committee and Group leaders have access to Beacon and a u3a email address. Other members cannot reply to a u3a email.

CC asked that Committee members let him know of any errors or omissions on Beacon and the website. Retiring members of the Committee have now been removed from Beacon.

RA asked about the Data Protection officer. **LD** said it had been **JB**. She added that all correspondence re members must be through Beacon. Must not send out emails with other members' details included. **CC** added that any email sent through Beacon is a 'blind' copy – it will not show other members' email addresses. **CC** asked **CT** to remind Group leaders to ensure Data Protection when sending emails if not using Beacon. He said also to remind them that we do have a Data Protection Policy.

CT said he would draft some guidance and information and take it to the next Group leaders' meeting.

10. Set targets for completion of ongoing tasks – ALL

LD said that the Committee had spent some time going through documents in the office to sort what needed to be kept and what to shred. **MT** said that we needed to have all documents related to groups. **CT** raised the issue of the assets' register and suggested a twelve-month audit. This was agreed. **RA** queried the safe keeping of personal data. **GB** asked if all proformas were kept electronically. **JS** acknowledged that they are. **CS** added that all payments were also saved electronically. **CC** said, that depending on their role in our u3a, Committee members and Group leaders have secure passwords to access appropriate sections of the website and Beacon. **MT** agreed that all should have reasonable access. She also suggested that sensitive information could be send through WhatsApp rather than by email. **CT** said that we can only do what is reasonable and practical. **RA** suggested a smaller group be formed to discuss the issues raised here. All agreed.

11. Christmas preparations – ALL

MT said that this will be raised at the next Group leaders' meeting so that they could volunteer activities. This would give them time to organise themselves. The next

meeting will be at the end of October/beginning of November – date to be confirmed. The Christmas entertainment will be held on Thursday 7th December instead of the Speakers' meeting.

12. Membership Renewals in January – LD

LD said that BACS payments had worked very well for the current year. **JS** said that members can renew from November onwards which would carry through to the end of 2024. She would notify members of this and start preparing new cards for 2024. **CS** said that 220 members had renewed on BACS for the current year. It is easy to see such payments on bank statements. At the time of renewal, all home and email addresses must be checked for updates. **MT** said she could check these as members arrive. **JS** said that not all members are taxpayers so cannot do Gift Aid.

13. Timings of Coffee Mornings and Speaker Meetings – MT

MT said it was important for members to respect the times allotted for Coffee mornings and Speaker meetings. Some are still arriving before everything has been set up or not giving time for payments and/or coffee to clear up before attending the Speaker meeting. It was suggested that a 'hooter' is needed to remind members 5-10 minutes before 'closing up'. **MS** is still away. **CS** agreed to £70 expenses per speaker if required.

14. Group Leaders' Meeting Date - MT/CT

MT had been in contact with **JA** regarding a date and availability of the assembly room, but this still is to be confirmed for early November.

15. Transport for Members - PW

A brief discussion was held regarding ways to assist some isolated members who find it difficult to travel to the Arts Centre. **LD** mentioned the possibility of hiring a minibus but agreed that might be expensive. **JH** said she would make enquiries, eg through Age Concern etc. The Outreach group needs to investigate how many members this involves.

16. Gifts for Committee Members – ALL

It was usual to present leaving Committee members with a small token of appreciation for their efforts on behalf of our u3a – also for **JA** for his assistance. It was agreed to purchase vouchers of £20 each for retiring committee members **SM**, **PW** and for **JA**. **JH** agreed to organise.

17. Future Committee meeting dates – ALL

The next meeting is to be held at the Arts Centre on Thursday 2nd November after the Speakers' meeting. The December meeting would follow on after the Christmas entertainment/coffee morning on Thursday 7th. All agreed.

18. Any other business – ALL

CT said that moves were ongoing to set up a new French group. The days for the MOTO group were not correct on the website and needed to be changed. He also said that as the new Group Coordinator, he felt it would be better if any changes to

times and venues should go through him. All agreed that Group leaders should discuss any changes with **CT** and he will discuss with **JA**.

GB suggested a speaker on environmental issues. She would speak with **MT** in due course.

CS said he would send out information re room charges as he said he would at the AGM. **CC** said it could go in the Newsletter. **MT** felt that if it was a committee decision, the information should come from **CS**. This was agreed.

The meeting ended at 4.20pm