

**St Austell U3A
Committee Meeting
Thursday 2 November 2023 at 12.15 (after the Speaker Meeting)
Venue: St Austell Arts Centre**

AGENDA

- 1) Apologies for Non-Attendance
- 2) Matters Outstanding from Previous Minutes 10/10/23
- 3) Approval of Minutes of the Last Committee Meeting 10/10/23
- 4) Treasurer's Report CS
- 5) Group Leaders Meeting Date CT/MT
- 6) Memberships Renewals in January ALL
- 7) Transport for members CT
- 8) Establish a procedure for members to provide feedback and raise issues to the Committee ALL
- 9) Christmas show preparations ALL
- 10) Date for putting up Christmas Decorations at the Arts Centre ALL
- 11) Dates for future Committee meetings ALL
- 12) Volunteers (AS + PS) for new members desk at Coffee mornings LD
- 13) Ongoing tasks:
 - Update Incident Report
 - Sorting office documentation and office
 - Fire procedures ALL
- 14) Any Other Business ALL