

**St Austell u3a
Committee Meeting
Thursday 2nd November 2023 at 10.30
Meeting held on Zoom**

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

1. Apologies for Non-Attendance

No apologies needed.

2. Matters Outstanding from Previous Minutes 10/10/23.

LD said that **Item 4)** re Risk Assessment for the ramps had been done. She thanked **CT** for completing the paperwork.

Item 6) re Finance. **CS** and **CT** were working together to show where the £20 subscription goes. **CT** needed a completion date so he could prioritise his tasks. **CC** has spoken with **PA** who is not currently working on Beacon, but he may return later.

Item 9) **CC** has updated all the photos on the website. **LD** has updated the welcome Leaflet. **CS** has updated the Charity Commission data. He has identified our u3a's reference number so can now collate all the information regarding Gift Aid. **CT** has alerted Group leaders to an up-coming meeting. **LD** queried the status of the Assets Register. **CS** said it is up-to-date and any capital expenditure is added to it. **JS** suggested updating the same time each year.

Item 12) Re transport for members. **JH** has contacted AGE UK. She was told she must contact the local branch which she has now done so will feed back information in due course. **JS** said some members will not be renewing because of the difficulties in getting to the Arts Centre and other venues. **CS** asked about the costs or contributions involved. He added that this could cause issues re other members. As the u3a is a Charity how could Age Concern help as it is also a Charity. **GB** said that as our u3a is not raising its subscription, it is very good value for money. She added that arranging transport for some could become very complicated. **CC** said that the onus for getting to venues should lie with the individual member. **CS** suggested members could share taxis. **LD** said that we should get all the facts first before reaching a decision. **MT** suggested **CT** ask Group Leaders at the meeting to find out how many members have such difficulties.

Item 13). Gift vouchers had been purchased for the retiring Committee members.

3. Approval of Minutes of last Committee Meeting

The Minutes were agreed and approved by all.

4. Treasurer's Report – CS

CS said that forms have been completed for Barclays and **GB's** signature has now been accepted. He added that the new machine was up and running.

Bank Account as of 10.10.23

MAIN	£15,717.00
THEATRE	£910.30
WINE	£1,411.28

BUSINESS	£271.06
SOCIAL	£2897.09

JS said she now has the figures for Gift Aid which she will pass on to **CS**. **CS** said he could now put in a claim which should be approximately £700.

5. Group Leaders' Meeting Date – CT/MT

CT said there were now 44 interest groups. He would send out details of the proposed meeting and hoped that all Group leaders would attend. **MT** thanked **CT** for taking on the role of Co-ordinator. **CT** and **MT** would meet to discuss an Agenda for the meeting. **CS**, **LD** and **CF** said that they would attend.

6. Membership Renewals in January – ALL

JS said she had sent out details regarding renewals of Membership for 2024 to all members. She added that she has received some replies from those not planning to renew because, eg they are moving away and some because they find the Arts Centre a 'depressing place'. She added that all the Membership cards have now been printed and that some members have already paid for their subscriptions. **CC** said he would prepare a new list of members ready for the renewal meeting in January. **JS** said that she will be away from home for a while so will put an automated reply for any enquiries by email.

7. Transport for Members – CT

Discussed already in **Item 2)** above. **CT** said he had looked at this globally. There are no bus stops near the Arts Centre. There may be in the future re the new builds nearby. He has checked planning but currently there is nothing to help. He has also looked at various charities but they all involve a cost.

8. Establish a procedure for members to provide feedback/raise issues to the Committee – ALL

LD said that the Committee needs feedback from Members but how do they or how could they communicate. **CC** said that members can contact the Committee through the website. **LD** said there needs to be another method for those without internet access. **JH** felt that going to the website may be too formal for some members and would be put off. It was suggested that Group Leaders could mention to their groups that they could pass on any queries or feedback. **CS** said he had many responses from his email alerting members to the decision to cancel the Speaker meeting because of the weather situation. Some asked about the situation regarding other interest groups. He said that the respective Group leaders would contact them about any changes. **CT** added that **UC** contacted the members of the MOTO group to check that they were all ok after the storm.

9. Christmas Show preparations – ALL

JS said it would be preferable to have mulled wine and mince pies etc before the entertainment as members arrive at different times. It was agreed by all that the mulled wine should be non-alcoholic. After the entertainment it would mean everyone needing to be served at the same time. Teas and coffees would still be served beforehand. **MS** and **NT** would organise. The entertainment would start at 10.30 and last about an hour or so. **MT** would get definite timings from those involved. **LD** offered to help as **JS** said she would be 'backstage' for some of the time. **MT** asked if there would be some small exhibits from groups re their activities as was done last Christmas. This could be raised at the Group

Leaders' meeting. Mt added that last year, the Book group printed out 'book covers' to make a wall display. CF added that the Family History Group had a table display. MT said a request could be put in the Newsletter. JS said that the new mulled wine heaters were in the store cupboard but needed volunteers to check that they were working. MT and CC volunteered. JS asked if anyone would be prepared to introduce the items in the entertainment. MT volunteered.

10. Date for putting up Christmas decorations at the Arts Centre – ALL

A brief discussion was held on the date for decorating, which was agreed as Monday, 4th December at 9.30. LD would check availability with JA. CT said that, as LD does such a lot, he would confirm with JA and report back. MT would bring garlands. CF would bring table decorations. CT asked about extension leads for lights. LD said to check first as last year there were problems with the lights. Suggested purchasing battery operated lights.

11. Dates for future Committee meetings -ALL

JS suggested a short meeting after the Christmas entertainment as there will not be a Coffee morning in December. LD suggested a Zoom meeting. Friday, January 5th at 9.30 was suggested. Dates to be confirmed in due course.

12. Volunteers (AS+PS) for new members at Coffee mornings – LD

LD said that AS would be happy to have a table at Coffee mornings where she could chat with new members. RA said that a dedicated table would help. A discussion ensued on how this could best be achieved. CT suggested the table could be in the bar where it would seem less formal. JH thought that as a committee we had solved some of the problems that arose. LD said that one problem was that there are not enough volunteers, eg meeters and greeters. CS suggested encouraging Group leaders to be involved as Committee members are busy at Coffee and Speaker meetings. MT said she could talk with new members in January when checking their email addresses. It was suggested taking new members to the lounge upstairs, but this was deemed impractical.

13. Ongoing Tasks – ALL

CT asked if he could have copies of all forms and guidance that Group leaders should have in a pack. LD said to ensure a copy of the Incident form is included. JH asked if the pack would be ready for the Group leaders' meeting as some had asked about fire procedures and directions. LD said some Fire escape signs need replacing. CT suggested guiding Group leaders around the various routes. MT asked about the Fire Alarm and Fire extinguishers as these should be added to the information. CS queried who was ultimately responsible for the safety aspects of the building. Essential to discuss with the Trustees whether it is the landlord or Cornwall Council.

Sorting of office and documentation was not discussed at this time.

14. Any Other Business -ALL

LD asked CC that, in the next Newsletter, he adds a 'Thank You' to the Garden Group for tidying up the garden area at the entrance to the main building. JS asked for a reminder to be included about the Christmas entertainment. LD said that we do not have details of bookings to contact Speakers in the event of a cancellation, such as the current storm conditions. She asked that MS provide RA with all details in future. CC said we now have access to all forms/templates on the website. These are all secure as they are password

protected. **LD** had been contacted by **SP** regarding a short talk on the new St Austell Healthcare on-line system. She added that she had not been contacted by them until the previous evening. It was agreed that this talk would have to wait until February as there was little time to fit it in before then.

LD thanked everyone.

Meeting ended at 12.15.