

**St Austell U3A
Committee Meeting
Friday 5th January 2024 at 9.30am
Venue: Chris Scott's house**

**Present: Chris Scott, Lucinda Davison, Jenny Skipp, Richard Ash,
Maryanne Thomas, Carol Folley**

1) Apologies for non-attendance

Apologies were received from Chris Crane, Joan Hooper and Chris Timmins

2) Matters outstanding from Previous Minutes

Regarding the Action Points mentioned, it was agreed by all that an action grid would be created with appropriate names and dates.

3) Approval of Minutes of the last committee Meeting

The Minutes were agreed and signed.

4) Treasurer's Report – CS

CS presented the figures for the Bank account as it stood on Wednesday, 5th January. He reminded the Committee that all accounts must be declared to the Charity Commission. He also reminded them that Group Leaders should not benefit in kind from organising trips, outings etc.

MAIN	£19742.88
ME	£445.38
SOCIAL	£2735.04
THEATRE	£565.13
WINE	£654.14

CS said that about 2/3rds of the Membership were now paying their subscriptions by BACS which was appreciated. There have also been a pleasing number of new members. He showed the Committee members a draft Flow Chart he had created to indicate how money paid into the account is distributed. This with the spread sheet should make it easier for members to follow. **CS** added that the system illustrated on the Flow Chart does work. **LD** agreed that the finances need to be clearly understood by all. The Committee members briefly discussed 'best practice' regarding payments but decided it might be better to leave this until the next meeting. It was agreed that perhaps a sub-group could set out a 'best practice' approach with **CT** and report back to the rest of the committee for approval. **CS** also requested that BACS payments be used whenever possible and Debit Cards only if necessary. He also said that the Treasury team required some assistance and would ask that this be mentioned in the next Newsletter.

5) Barclays Bank issues regarding paperwork – ALL

CS said that any dealings with Barclays Bank should be sent via Royal Mail with a 'signed for' request. Without this acknowledgement, any issues cannot be followed up.

6) Best Practice Document for Facilitating Groups - CT

This item will be held over to the next meeting.

7) Major Changes at the Arts Centre re access, keys, etc – LD

LD explained that following Jonathan Aberdeen's departure from the Arts Centre changes have been put in place to facilitate use of the building for u3a groups and others. Sheila van Loo and Clare Hamley (Trustee) have worked tirelessly since before Christmas to sort out the office and other aspects of running the Arts Centre. **LD** had been told that all areas will be cleaned and tidied, so we need to be certain what belongs to our u3a. We need to know what we own and what is stored by groups.

Sheila has asked for help at the weekend to clean and tidy the entrance hall and the stairs as a new carpet will be fitted. **LD** also mentioned that any helpers need to be covered by insurance so that needs to be checked. **RA** said he would send out an email to members requesting volunteers and would pass on names to Sheila. **LD** said that all the toilets have now been deep cleaned. She added that the office needs to be sorted – see Item 11) below. **CS** has again spoken with Cornwall Council regarding disability access, as all authorities must provide this, but so far to no avail. **LD** added that a key safe was being fitted by the main door and that the code will be changed each month. The code will be sent to the Committee and only to those Group Leaders who run their groups at the Arts Centre. She would check with the Trustees about procedures regarding the keys.

8) Membership Renewals – How did we do? ALL

JS said that she saw new members upstairs and this worked well. **LD** said that she was dealing with existing member payments but that as there were so many, the queuing in the Assembly Room created some difficulties. **CF** said that members collecting their cards paid for through BACS was largely problem free but agreed with **LD** that the difficulties did arise with flow. All agreed this needs to be considered for other times. There were also issues with parking so many cars. **CS** expressed concern for the Meeters and Greeters who need to be shielded from the cold in the entrance hall. It was agreed to find a solution to this.

RA left the meeting at 10.45am.

9) AGE UK update - JH

This item will be held over to the next meeting.

10) Dates for future Committee meetings - ALL

Dates for the next meetings were agreed for Thursday, 25th January and Thursday, 8th February.

11) Dates for sorting the filing cabinets in the office - ALL

This item will be held over to the next meeting.

12) Any Other Business – ALL

CS said that **RA** had sorted out the situation regarding a Music Licence for Line Dancing. The National u3a holds a licence which covers all u3a groups. **JS** said that the Christmas entertainment was so well supported that it may be necessary in future to be a first come ticket situation as there were not enough seats for all. This would be discussed at a later date.

LD said that Group leaders must remind their groups of emergency exits at each meeting. Group Leaders must also sign in and out in the book provided at the main door.

The meeting ended at 11.29am.