

**Minutes of Committee Meeting**  
**Held on 24<sup>th</sup> October 2023 at 2.00 p.m. at Christchurch, Clarendon Park Road**

**Host & Chair: Neil Taylor (Chair & Groups Coordinator)**

**Present:** Neil Taylor (Chair & Groups Coordinator); Sue Took (Secretary); Angie Barnes (Membership Secretary); Bob Collins (Treasurer); Sandra Barker (Hospitality & Wellbeing); Dave Barnes (Systems Administrator & Assistant Groups Coordinator); Kay Thompson; Phil Proud.

**Apologies:** Karen Closs (Newsletter)

**1. Minutes of the Committee Meeting on 26<sup>th</sup> September**

A discussion was had to agree the minutes can be manually changed & signed; corrected version will be put on the website. Proposed by Dave, 2<sup>nd</sup> by Phil Motion Carried.

Were amended by the committee & signed at meeting by Neil. Sue will send to Graham for website. **ACTION SUE**

**2. Matters Arising (not on the agenda)**

a. Committee Liaison Person - CLP .

**3. Actions From Previous Minutes**

- a. The asset register is still to be updated. **ACTION PHIL & BOB.**
- b. The finance policy is still to be reviewed – will be discussed at next committee meeting.
- c. The visitor policy will be discussed at the next committee meeting.
- d. Committee explained to Phil her role as CLP. She will contact Keith & Glyn her contact details.

**4. Chair's Business**

- a. **Groups in Club** – There are 3 groups at the club now, Discussion, French Advance & Art Appreciation.
- b. **Projector Purchase** – We can purchase a second-hand projector for £50. It works & is in good condition. Proposed by Neil, 2<sup>nd</sup> by Phil Motion carried.
- c. **U3a National AGM** – Neil & Sue attended via zoom. Their charge per member will stay at £4 for as long as possible, there are grants available for groups.
- d. **Rutland & Leicestershire Network** – had a meeting on 19/10/2023, Neil was unable to go but produced a report from this meeting. Sue suggested if he is unable to attend to let her know so she can represent us as the secretary.
- e. **Christmas**– There are 76 members going to the Christmas lunch. Kay will draw up tables & members need to let her know who they prefer to sit with. Starts at 12noon, car parking in Morrison or cinema car park.
- f. **Christmas Party** - December Monthly meeting will have a Christmas Theme + Veronica's quiz.

**5. Secretary's Business**

- a. **Dogs** –The dog lead Karen got will go into stores for if we ever need one. Sue to get updated statement to Graham for the website. **ACTION SUE.**
- b. **Festival 24** – National u3a are holding an event next year in York. This will be lots of different activities, workshops. Sue will let people know when it's advertised online.
- c. **Asset Register** – will be done by Bob C.

**6. Visitors Policy** – will be discussed at net committee meeting.

**7. Treasurer's Business**

- a. Angie as Acting Vice Chair is in the process of becoming a signatory.
- b. Bob will be taking on the update of the Asset Register.
- c. Bob H is not copied into emails, Dave will sort an email address for Bob H.

**8. Newsletter –**

- a. There will not be a newsletter in Jan 2024 as the printers will not be available.
- b. Proofreaders for the newsletter are Phil, Kay & Dave. Proposed by Angie, 2<sup>nd</sup> by Sue Motion carried.

**9. Membership Secretary's Business**

- a. **Membership** - stands at 387 an increase of 2 new members since September.
- b. **Honorary Member** – It was proposed the Helen Parsons becomes an Honorary Member. Proposed by Neil, 2<sup>nd</sup> by Phil Motion Carried.
- c. **Membership Cards** – The new Membership cards will be either emailed to all members so they can print it for themselves or have it on their mobile. They will be printed for members who are unable to.  
**ACTION ANGIE.**

**10. Group's Report - No Report.**

- a. 69 Groups 7 are new. Neil will organise a new group meeting. **ACTION NEIL**

**11. Systems Administrator's Business**

- System is still being updated.
- Siteworks Terms & conditions were sent & discussed.

**12. Programme**

- a. Keith will be continuing to be speaker coordinator.

**13. Wellbeing & Hospitality Report**

- a. Sandra invited new member to coffee morning, had a good turnout.

**14. AOB**

- a. **PAT Testing** – Sue will look into getting this done. **ACTION SUE.**

**15. Holiday's**

**Sue: 25<sup>th</sup> Oct – 3<sup>rd</sup> Nov 2023, 14<sup>th</sup> – 31st January 2024**

Bob:

Phil:

Angie & Dave:

Karen:

Neil:

Ros:

Sandra:

Kay:

**16. Date & Time of next meeting - Tuesday 28<sup>th</sup> November 2023 at 2pm**

Meeting closed at 4.14pm