

Minutes of Committee Meeting
Held on 23rd January 2024 at 2.00 p.m. at Christchurch, Clarendon Park Road

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

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

Apologies: Sue Took (Secretary).

1. Minutes of the Committee Meeting on 28th November 2023

- a. There were several typos in the Minutes. As Sue is on holiday Karen will amend and recirculate for everyone to check, Neil to sign and Sue to send to Graham for the website. **ACTION KAREN, NEIL & SUE.**

2. Matters Arising (not on the agenda)

- a. Karen queried the suggestion made at the previous meeting that we could put notices on cars not belonging to u3a members parked at Christchurch during the monthly meeting. We are unlikely to know which car belongs to who and, as such, could, by accident, put a notice on the Lettings Agent's car, a car belonging to the clergy, a u3a member, or someone else with legitimate reason to be at the church. As this would be an easy mistake to make which could cause upset it was agreed that reserving a space for the speaker was as far as we can police parking.

3. Actions From Previous Minutes (not mentioned elsewhere)

- a. The asset register is still to be updated. **ACTION PHIL & BOB.**
- b. Sue is still to investigate PAT testing. **ACTION SUE.**
- c. Dave has purchased Microsoft Licences.

4. Chair's Report

- a. Sue has prepared paperwork for the AGM which Dave will proofread, and Angie will circulate to members in Sue's absence. **ACTION DAVE & ANGIE.**
- b. Neil is preparing a plan/calendar for 2024-2025. This will include regular events such as monthly meetings, coffee mornings, newsletter etc and the deadlines for annual returns to TAT and the Charity Commission. This will help any new and/or continuing committee members post AGM. Neil asked for all committee members to send contributions to him, and he will circulate the calendar once completed. Karen suggested it would be good to ask members if there any specific events they would like the committee to organise. **ACTION NEIL & ALL.**
- c. Events Budget – Neil proposed that there be a formal events budget for 2024/25 in the planning rather than the ad hoc ones we have had for individual events this year. The committee can review the budget on an ongoing basis throughout the year to prevent any overspend. This was seconded by Karen and agreed unanimously.
- d. Confidential Minutes – A confidential matter that had arisen in one of the groups has been dealt with. Phil proposed, therefore, that the matter be closed. This was seconded by Neil and agreed unanimously.
- e. Charity Commission Details – Neil has changed the incorrect email address still showing for the Secretary on the Charity Commission Website.
- f. TAT/Leicestershire & Rutland Network – Neil continues to receive mailings and will circulate in due course. **ACTION NEIL.**

5. Treasurer's Report

- a. The current balances of the Community and business premium accounts are £7,497.15 and £7,401.10, respectively.
- b. Dave queried whether year-end figures for 2024 are available yet. Bob confirmed that Bob Holness is still reconciling the bank transactions. **ACTION BOB.**

- c. Dave also queried whether Bob had contacted the Accounts Scrutineer to check the accounts and produce a report prior to the AGM. Bob will contact Rosemary urgently. **ACTION BOB.**
- d. The 2025/6 budget has not yet been prepared and approved. **ACTION BOB.**
- e. Dave asked Bob if convenors had been asked to confirm what money they held at the year end. This is still to be done. **ACTION BOB.**
- f. The mandate to add Angie as a signatory has been sent to Barclays and should be processed within the next two weeks. Angie can then arrange internet banking access.
- g. Bob tried to activate the new debit card but must have entered an incorrect pin as it has been blocked. He is awaiting a new PIN.
- h. Bob presented amendments to the draft financial policy. Part 9 states his suggested reserves policy of twelve months operating costs. This was seconded by Neil and agreed unanimously. Bob will make the suggested amendments, circulate, and send to Graham for the website. **ACTION BOB.**
- i. The committee predetermine the spending limits on the debit card. Dave proposed that no single transaction may exceed £500 unless specifically pre-approved by at least 2 signatories to the account. This was seconded by Sandra and agreed unanimously.
- j. Karen highlighted that members should not be using personal bank accounts or debit cards for u3a group activities. Where possible all funds should be paid into and out of the u3a account or convenors hold petty cash. This is stated in the finance policy.
- k. Barclays in the city centre is going to be closed for 3 months for refurbishment. This could pose a problem post AGM when there is likely to be a change to the authorised signatories. Bob will check with Barclays how this can be facilitated, and the Treasurer also has the option of investigating alternative banks.
- l. A coffee morning was held in December with the cost of refreshments in aid of British Heart Foundation. It is against charity regulations for one charity to donate to another. However, for accounting purposes the December coffee morning was free of charge with optional personal donations.

6. Visitor Policy

- a. Karen presented the visitor policy which had been reviewed by her and Sue.
- b. It was agreed that guests of the committee attending for the benefit of the members or potential members would not be charged for tea and coffee at the coffee morning.
- c. It was suggested that the policy could be divided into three headings monthly meetings, coffee mornings and groups for clarity, although it remains strictly two visits in total before joining. Proposed by Karen, seconded by Angie, agreed unanimously. Karen will amend the policy. **ACTION KAREN**
Visitor fees for monthly meetings have not been raised in a long time. Members pay £20 p.a. and there are eight speakers, equating to £2.50 a meeting. Dave proposed that £3.00 for visitors to monthly meetings was reasonable. This was seconded by Bob and agreed unanimously. The increase will apply from the first monthly meeting after the AGM. **ACTION ANGIE**
- d. Cost to visitors to the coffee morning is the same as members for refreshments and for groups the same as members of the group.
- e. Neil/Dave will circulate the policy to convenors with a reminder to let the membership secretary know if they have any visitors to their group and send to Graham for the website. **ACTION NEIL/DAVE.**

7. Membership Secretary's Report

- a. Membership stood at 387 in November plus 12 new members who have joined since.
- b. 23 members have resigned leaving 376 of which 53 are still to renew.
- c. Angie will put a reminder in the newsletter that members have until 1st February to renew, or membership lapse and they will no longer be able to attend groups.

8. Group's Report

- a. Dave presented a comprehensive list of groups, (active and inactive), including the number of members in each group. Some convenors have not yet to replied so the groups audit cannot be finalised. A reminder has been sent.
- b. A new groups meeting will take place at the Quaker Meeting House on 5th, 6th, or 7th February. **ACTION NEIL.**

- c. The details of how Duplicate Bridge will be organised going forward have now been agreed with the Convenor.

9. Systems Administrator's Report

- a. Graham & Dave attended a Siteworks online training session. Dave reported that it is quite straightforward although we can not upload videos directly but can still put videos on via YouTube.

10. Programme

- a. A member has suggested a possible speaker about how to use a defibrillator. Phil will send details to Keith Pyne.

11. Wellbeing & Hospitality Report

- a. Sandra invited 4 new members to the coffee morning and 2 came.

12. AOB – None.

13. Holidays

Sue:	14 th – 31st January 2024
Bob:	13 th & 14 th February 23 rd -26 th February
Phil:	8 th – 15 th June
Angie & Dave:	14 th -18 th July
Karen:	
Neil:	
Sandra:	
Kay:	

14. Date & Time of next meeting - Tuesday 27th February 2024 at 2pm.

The meeting closed at 4.08pm