

Minutes of Committee Meeting
Held on 27th February 2024 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); Karen Closs (Newsletter); Dave Barnes (Systems Administrator & Assistant Groups Coordinator); Kay Thompson; Phil Proud; Sandra Barker (Hospitality & Wellbeing)

Apologies: None

1. Minutes of the Committee Meeting on 23rd January 2024

23rd January minutes were approved by committee, given to Neil for signing. Sue will send to Graham for website. **ACTION SUE**

2. Matters Arising (not on the agenda)

3. Actions From Previous Minutes

4. Chair's Business

- a. **Chairs report** – Neil went over his monthly report.
- b. **AGM arrangements** – Neil discussed the arrangements for the AGM. Bob will stand down as Treasurer as Dave intends to stand. Proposed by Neil, seconded by Phil, motion carried. Bob will stay on the committee. Bob H, Bob C & Dave will meet up & complete the accounts.
- c. **Plan / Calendar** – To be discussed at next meeting. **ACTION NEIL**
- d. **Leicestershire & Rutland / Third Age Trust** – Great Glen & Oadby u3as are merging together. A Pilot Council will be established.

5. Secretary's Business

- a. **AGM** – Sue mentioned she needed all reports to be sent out by Monday in order that all remaining AGM paperwork could be circulated to all members.
- b. **Files** – Sue will pass all current files on to Karen. **ACTION SUE**
- c. **Website** - Outstanding committee meetings, visitors' policy & finance policy will be sent to Graham to put on the website. **ACTION SUE**

6. Treasurer's Business

- a. **Coffee Morning** – money that is paid by members will be continued to be left with Sandra to pay for the room hire.
- b. **Licences** – TAT cover licences for TV and music etc. but we need to pay for one licence covering copyright, etc., which Bob will arrange. **ACTION BOB**
- c. **Finance Policy** – to be updated by Treasurer & sent to Sue for her to send to Graham for the website Proposed by Neil, seconded by Sue, Motion carried.

7. Visitors Policy

- a. 2 meetings within 5 years rather than in perpetuity was suggested by Dave and agreed.
- b. Discussion was had on coffee mornings & agreed that 2 coffee mornings is classed as 2 visits.
- c. Sue will amend the visitor policy and send to Dave for the website. **ACTION SUE**

- 8. Newsletter** – Margaret Potter is going to take over as Newsletter Editor with Karen as Liaison Officer. Proposed Karen, 2nd Neil, Motion carried.

9. Membership Secretary's Business

- a. Membership stands at 350.
- b. 25 members lapsed mostly due to ill health and reduced mobility.

10. Group's Report As per report circulated.

- c. New Groups Meeting – there was not a particularly good response for the meeting.
- d. Neil looking for a new Groups Coordinator to take over from him.
- e. Sue volunteered to function as Bus Pass Convener & will take it on if no one steps up. Neil to send her the groups email addresses so she can contact them.

11. Systems Administrator's Business

- a. Graham is working through the new system workbook.

12. Programme

- a. Details are needed for monthly speaker & fees. It was reiterated that only expenses can be paid to speakers who are u3a members either at Leicester or elsewhere.
- b. Angie will take over as committee liaison person for Keith, Phil will retain Glynn.

13. Wellbeing & Hospitality – Sandra gave a rundown of cards that had been sent out by Elizabeth.

Holiday's - None

Date & Time of next meeting - Tuesday 26th March 2024 at 2pm

Meeting closed at 4.10pm