

**Minutes of Committee Meeting**  
**Held on Tuesday 28<sup>th</sup> May 2024 at 2.00 p.m. at Christchurch, Clarendon Park Road**

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

**Present:** Neil Taylor (Chair); Angie Barnes (Vice Chair & Membership Secretary); Dave Barnes (Treasurer & Systems Administrator); Karen Closs (Secretary); Sandra Barker (Hospitality & Wellbeing); Bob Collins; Phil Proud; Kay Thompson; Glyn Bray (observer); Pam Harrison (observer).

**Apologies:** Valerie Muggleton (observer).

**1. Welcome**

Neil extended a welcome to our observers Glyn Bray and Pam Harrison.

**2. Minutes of the Committee Meeting on 23rd April 2024**

There is one small amendment, Glyn is misspelt with an extra n. Approval of the minutes with this amendment was proposed by Karen, seconded by Dave, approved unanimously, and signed by the Chair. Karen will send them to Graham for the website. **ACTION KAREN.**

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

None.

**4. Actions From Previous Minutes**

- a. Neil is still to email members about speakers. **ACTION NEIL.**
- b. Dave is yet to purchase laptops. **ACTION DAVE.**
- c. Karen and Dave are yet to have a meeting with Margaret to discuss potential Beacon access for Convenors to their own group only. **ACTION KAREN & DAVE.**

**5. Chair's Business**

- a. Chairs report – The Chair's Report had previously been circulated.
- b. Aims & Objectives – Neil had circulated a short term and longer term aims and objectives for Leicester u3a. He invited feedback before the next committee meeting. **ACTION ALL.**
- c. Summer Fair – Unfortunately having been told that we had secured a place at this event, it now transpires that it is full. We could have a pop-up small space, location unknown, but we are now short of time to get together a display and information. It was proposed by Neil, seconded by Karen, and agreed unanimously that we decline this offer and wait until Christmas. Phil is still happy to walk up and down handing out leaflets and newsletters and talking to people about the u3a. Karen will produce 75 groups lists (minus dates, times, and contacts) simply so people can see the range of activities on offer. Neil will ensure that a stall is booked for the Christmas fair. **ACTION PHIL, KAREN & NEIL.**

**6. Treasurer's Business**

- a. Banking – Karen and Dave now have bank account access. Dave will now arrange for Bob Collins, Bob Holness & Sue to be removed from the mandate. **ACTION DAVE.**
- b. Accounts - Dave presented the latest figures for this financial year available on Beacon. There are still items to pay including the Beacon fee, u3a Matters, and the Christchurch invoice which is incorrect. The accounts also include £1,359 which are payments for the trip to Stamford that Veronica Matthew is booking which will obviously need to be paid out again in due course. There is an item shown as Prior Year Adjustments (£47) which relates to membership income received before the year end but was processed after the year end but not included in the year end bank reconciliation.
- c. Budget – Dave has prepared a budget for the coming year which he explained. Like all budgets it is based on estimated income and outgoings but leaves a small surplus based on the assumptions made.
- d. Trips – The question profit on trips was discussed. Last year's Architecture & Design trip created a profit. It was proposed by Dave that trips should break even and make neither a profit nor loss. Obviously there

needs to be a contingency when pricing for the fact that the trip will not sell out. After the event, however, those on the trip should be offered a partial refund if there is a profit. Alternatively, if anyone declines the refund, then the money should be treated as a donation to Leicester u3a. This was seconded by Karen and agreed by all. Dave will speak to Veronica Matthew. **ACTION DAVE.**

- e. Event Costs – as the budget for the year is tight Dave suggested a small charge for the summer garden party. As we normally charge £2.50 for the coffee morning a charge of £5.00 for all day to include drinks and buffet does not seem unreasonable. This should be prepaid so that we know the number of people will be attending for catering purposes. This was proposed by Neil, seconded by Bob, and agreed unanimously.
- f. Speaker Budget – the current budget is an average over the year of £100 per speaker. Nobody felt the need to change this.

## 7. Secretary's Business

- a. TAT and Charity Commission – The issues detailed in the minutes of the previous meeting are ongoing. Karen requested Neil's help to solve. **ACTION KAREN & NEIL.**
- b. PAT Testing – Karen thanked Neil for arranging on her behalf. All were reminded that any electrical equipment belonging to the u3a needed to be at Phil's by 9.30 a.m. on 31<sup>st</sup> May. **ACTION ALL.**

## 8. Group's Report

- a. Group's Co-ordinator – Karen advised that Margaret wishes to give up her caretaking role as soon as possible. It is vital, therefore, that we co-opt a new committee member will to be Group's Co-ordinator as soon as possible. This is a job that could potentially be split as it had the previous year with somebody doing the Beacon updating, administration and groups audit and somebody else proactively trying to set up new groups. The former must be a committee position, but the latter could be off committee. Karen will send Angie the most recent job description and Angie will email all members with a plea for help. Margaret is willing to mentor any volunteers until they are confident. **ACTION KAREN & ANGIE.**
- b. Group Name Changes - Dave mentioned that he does not see the need to change the names of established groups as a tidy up exercise. This had initially been suggested by Graham and passed to Karen by Margaret as her CLP. A debate ensued. Karen made the point that unless the individual Convenors concerned objected, she did not see why this needed to be a committee decision, and that she had already given Margaret permission to send the email. Dave proposed that names should not be changed as it means changing generic email addresses, groups list etc. This was seconded by Phil and agreed by 7 with 1 abstention. Karen to relay this back. **ACTION KAREN.**

## 9. Systems

- a. Website – there are 3 convenors who have access to make changes on the website to their own group only (How Hard Can It Be, Digital Photography & Bookworms). Graham had given the convenors in question access to view their group on the new website. The link to view the site has been circulated to all committee members and will be available until Graham closes it again. The intention is now to progress with the transition as soon as possible and any further work can be done after it is live. The committee extend their upmost thanks to Graham Williams, the Web Manager, for the enormous amount of hard work that has gone into this project.
- b. Continuity of E-Mails – Dave is yet to research whether this is best achieved by Microsoft Workspace or Google Drive but there is no hurry to do this. **ACTION DAVE.**
- c. Microsoft Licences – We have until renewal to investigate whether charity licences could be cheaper than the current family licence so there is no urgency. **ACTION DAVE.**

## 10. Membership Secretary's Business

As circulated membership stands at 361, an increase of 4 since last month.

## 11. Wellbeing & Hospitality

Sandra queried whether the thank you lunch for kitchen helpers would be included with other RUMs and convenors in the Chair's Lunch. Neil confirmed that it would. **ACTION NEIL.**

## 12. Any Other Business

– Karen mentioned that Phil had queried the purchase of an additional roving mike for the monthly meeting as the one owned by Christchurch seems to have a perpetually flat battery because

other people using the worship centre forget to turn it off. It was agreed that this would be deferred until the next meeting. **ACTION KAREN FOR AGENDA.**

### Holidays

Phil: 8<sup>th</sup> -15<sup>th</sup> June  
6<sup>th</sup>-9<sup>th</sup> September

Dave & Angie 21<sup>st</sup> - 28<sup>th</sup> June  
14<sup>th</sup> – 18<sup>th</sup> July  
20<sup>th</sup> – 27<sup>th</sup> December

Karen 21<sup>st</sup> – 28<sup>th</sup> June  
20<sup>th</sup> – 27<sup>th</sup> December

Neil 21<sup>st</sup> – 28<sup>th</sup> June  
20<sup>th</sup> – 27<sup>th</sup> December

**Date & Time of next meeting – Tuesday 2<sup>nd</sup> July 2024 at 2pm**

Meeting closed at 3.58 pm.

Approved