

Minutes of Committee Meeting
Held on Tuesday 2nd July 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), Valerie Muggleton (observer).

Apologies: None

1. Welcome

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

2. Minutes of the Committee Meeting on 23rd May 2024

Minutes of the meeting held on 23rd May 2024 were approved. 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. Dave is yet to purchase laptops. **ACTION DAVE.**
- b. Dave is yet to speak to Veronica about profit on trips. **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.**
- d. Neil confirmed that we have a space booked at the Queen's Road Christmas fair.
- e. Other IT issues were agreed to be longer term (Microsoft Licences & continuity of email storage).

5. Chair's Business

- a. Chairs report – The Chair's Report had previously been circulated.
- b. Aims & Objectives – these have been circulated and were agreed unanimously.
- c. Queen's Road Summer Fair – thanks to Phil for canvassing.
- d. Council of Representatives – Neil is still awaiting more details from the Third Age Trust about the Council of Representatives and slimmed down Board of Trustees which will be subject to a vote at the AGM.

6. Treasurer's Business

- a. Banking – Dave confirmed that Bob Collins, Bob Holness & Sue Took have now been removed from the mandate.
- b. Accounts – The accounts are up to date with a slight loss.
- c. Debit Card – The application form has now been received.
- d. Trips – Profit on trips was discussed at the last meeting and it had been agreed that the surplus should be offered back to members as year on year the trips have made more money than they have cost and this should not be used for the benefit of members who did not attend the trip or people who may attend a future trip. The fee per head for the tour by Spalding Civic Society increased from £3 to £4 per head and then a further £100 invoice. 2 members were unable to attend, 2 didn't have coffee. It was proposed by Karen and seconded by Angie that these people should be given refunds of anything that the u3a hadn't had to pay for. Dave will initiate payment of Veronica's expenses but as is unwell Karen will draft an email to Veronica and circulate for agreement before sending. **ACTION DAVE & KAREN**

7. Secretary's Business

- a. PAT Testing – Has now been done. Everything passed and Karen has filed the paperwork.
- b. Charity Return – Karen will do prior to next meeting.

8. Group's Report

- a. Group's Co-ordinator Role Split – Sue Took has agreed to take on the role of proactively trying to set up new groups and Sandra is willing to help if Sue requests it. Margaret is willing to train and mentor her until she is confident. Karen proposed this, Neil seconded, and it was agreed unanimously. Margaret is willing to retain the Beacon updating, administration and groups audit. As we have 3 observers Karen highlighted that if we co-opt all 3 and Margaret decides she is unable or doesn't want to continue, then this role would have to come back onto committee as exception was made for Margaret WITHOUT precedent to her many years Beacon experience in virtually all roles, her experience with the network and in helping struggling u3as. Bob said he might be willing.
- b. New Member Leaflet – is very dated. Karen will update when she has chance but has other more important things to do as priority.

9. Systems

- a. Website – Statistics are available for number of viewings on the website, but these need formatting. Karen will look for any suitable photographs on Facebook to put on the website and ask Margaret to the same with newsletters. **ACTION DAVE & KAREN**
- b. Website Access for Convenors – Siteworks are doing a manual for Convenors, which, in theory, should enable those willing, to update their own group's section.
- 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

Membership stands at 363, an increase of 2 since last month.

11. Wellbeing & Hospitality

Garden Party – Neil has booked the Quakers Meeting House for 9 a.m. to 5 p.m. The garden and small meeting room all day, the large meeting room from lunchtime only. The catering budget will depend on the number of tickets sold. It was agreed that each member of the committee would supply a cake. As members normally pay £2.50 for beverages and cake, entry of £5.00 is reasonable for lunch. Karen will produce an A5 poster and tickets and members will be invited to bring CDs for background music, and we could consider board games. **ACTION KAREN**

12. Microphones

Due to time, it was agreed that this would be carried forward.

13. Observers

Neil asked the three observers if they wished to be co-opted and all 3 said yes. Neil proposed them en bloc, Sandra seconded, and it was agreed with one abstention.

14. Any Other Business

- a. The big screen – has been moved to Phil's house as Christchurch wanted it out of the way. Dave to update asset register. **ACTION DAVE**

Holidays

Phil:	6 th -9 th September
Sandra	16 th – 27 th October
Dave & Angie	20 th – 27 th December
Karen	20 th – 27 th December
Neil	20 th – 27 th December

Date & Time of next meeting – Tuesday 23rd July 2024 at 2pm

Meeting closed at 4.04 p.m.