Minutes of Committee Meeting
Held on Tuesday 24th October 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); Glyn Bray (Publicity); Bob Collins; Phil Proud; Kay Thompson.

Apologies: Sandra Barker (Hospitality & Wellbeing); Valerie Muggleton (Trips Co-ordinator), Pam Harrison

1. **Minutes of the Committee Meeting on 3rd September 2024**
   Approval of the minutes was proposed by Phil, seconded by Angie, approved unanimously, and signed by the Chair. Karen will send them to Graham for the website. **ACTION KAREN**

2. **Matters Arising (not on the agenda)**
   None.

3. **Actions From Previous Minutes**
   a. We are still awaiting the debit card from Barclays.
   b. Back up is still to be arranged for Graham. Chris Brain has a strong background in IT and has already expressed an interest in editing his own pages. KC to talk to him on his return from holiday.
   c. Due to personal circumstances Karen has not yet looked at writing a trips policy or started to look at the policies that are due for review.

4. **Chair's Business**
   a. Chairs report – The Chair's Report had previously been circulated.
   b. Aims & Objectives – Neil stated that we are well on the way to achieving these.
   c. Events Calendar – Summer Garden Party & Christmas Party have proved highly successful. Neil asked for these to be put on a calendar along with the Christmas lunch and trips. The calendar will go on the website in due course. **ACTION NEIL/KAREN**
   d. Events Budget – Angie has reported a rise in prices at Costco. The events budget will be discussed separately for each event.
   e. Christmas Party – Our usual Tuesday is not available. Neil proposed booking Christchurch for Friday 13th December and making an advance booking for our usual date next year and adding to the annual calendar. This was seconded by Karen and agreed by all.
   Refreshments had been discussed at the last meeting, but Sandra had reviewed the photographs from last year and noted that we did provide a finger buffet but no sandwiches and has suggested we do the same this year. She is happy to get the food. A vote was taken with 7 votes for and 1 against. A cost of £5 per ticket was agreed. Karen will design the tickets, Neil will email all members, and tickets will be on sale at the November monthly meeting and coffee morning or direct from Angie. **ACTION NEIL/KAREN**
   f. Third Age Trust AGM - There is a new Chief Executive and Secretary, Iain Cassidy taking over from Sam Mauger. Alan Walmsley the previous Vice Chair has been elected as Chair of the Board of the Third Age Trust, and Margaret Fiddes is the new Vice Chair.
   There was also a special resolution that will establish a new board and council of representatives with effect from 1st April 2025 as part of the Fit for The Future.
   g. Induction – The induction for committee members who have not yet been inducted will take place at KCC on 7th November 2024.

5. **Treasurer's Business**
   a. Accounts - Dave presented the latest figures for this financial year available on Beacon. He now has a much better understanding of where we are. He proposed to change the format of these so that they are easier to understand. **ACTION DAVE**.

b. Renewals – Dave will shortly be sending emails. There will be separate emails for gift aided and non-gift aided. As some people will fall into tax bracket after April state pension is over personal allowance, he will also contact non gift aided members asking if they are willing to gift aid. **ACTION DAVE**.
c. Spalding Trip - Dave proposed to refund those people who have overpaid for the Spalding trip by deduction from the renewal fee. **ACTION DAVE & ANGIE.**

6. **Secretary's Business**
   a. Insurance – It is clear from forums on national site that a lot of u3as are struggling to understand the position. Irene and Margaret (former trusted secretaries) both believed that visitors were covered in their days.
   b. Fit & Proper Person/ Data Protection Forms – Karen is still waiting for forms from Valerie. As such she still hasn't been added to the Charity Commission website as a Trustee. **ACTION VALERIE.**
   c. Policies – Many of our policies are due for renewal in November. Karen has not had a chance to look at these yet due to personal circumstances. **ACTION KAREN**.
   d. Trips Policy and Planning – It was agreed that this discussion will be deferred until Valerie is better.
   e. Newsletter – More articles and more variety are needed for the newsletter. Karen asked the committee to encourage members of groups to which they belong to contribute. **ACTION ALL**.

7. **Membership Secretary's Business**
   a. Renewals – Angie will be taking renewals at the November meeting. This year she will offer the option of a PDF by email or printed card as so many cards weren't collected last year.
   b. New Members – there has been 1 new member this month but 6 that Angie has told to wait to next month and pay for the full year.
   c. Speakers – Angie has had no response from Keith. She will issue an ultimatum that if he wishes to continue in the role then he will need to communicate with the committee. **ACTION ANGIE**.

8. **Groups Report**
   a. Number of groups – Karen read Sue's report to the meeting. Karen will ask Margaret to send an email to all members and ask what groups they would like to see starting with replies to groups@ so that Sue can reply. **ACTION KAREN**.

9. **Cards –** Elizabeth Hassell has said she wishes to stand down from doing the cards. Angie said she was happy to do them, Bob seconded, and this was agreed unanimously.

10. **Queen's Road Fayre** – this is on 1st December. We decided at a previous meeting that it is not worth paying for a stall because of the age demographic that attends but Patrick Kitterick has said he will find us a small space to have some information. Glyn will on Queen's Road on the day to hand out the new member leaflet.

11. **January Quiz** – Angie proposed that we have something slightly different in January this year for a change. This was seconded by Neil and agreed by all. Ideas to be discussed at the next meeting.

12. **Any Other Business**

a. Social Prescribing – Glyn has discovered a social prescribing platform called Joy which he proposes he uses. This was seconded by Karen and agreed unanimously. Karen asked for consent to get leaflets printed by Beauchamp for prospective new members. This was confirmed by Dave as cheaper and better quality than using the u3a printer so was seconded by Neil and agreed unanimously. **ACTION KAREN**.

b. Missing Projector Remote – Phil will do a kit in and out log, source a replacement remote, label leads and laminate instructions. **ACTION PHIL.**

c. Emails -People were reminded that valid points on emails are welcome and encouraged but not to reply if no response is relevant to avoid accidental deletion of important emails.

Holidays:

Bob:	3rd - 5th November
	9th – 13th December
Angie & Dave:	20th – 27th December
Karen:	20th – 27th December
Neil:	20th – 27th December

Date & Time of next meeting – Tuesday 26th November 2024 at 2pm

Meeting closed at 4.12 pm.