Minutes of Committee Meeting
Held on Tuesday 26th November 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); Karen Closs (Secretary); Glyn Bray (Publicity); Sandra Barker (Hospitality & Wellbeing); Bob Collins; Valerie Muggleton (Trips Co-ordinator), Pam Harrison; Phil Proud.

Apologies: Dave Barnes (Treasurer & Systems Administrator); Kay Thompson.

1. **Minutes of the Committee Meeting on 22nd October 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 ask him if he would be willing.
   c. Due to ongoing personal circumstances Karen has not yet looked at writing a trips policy but has started to look at the policies that are due for review.
   d. The new remote for the projector has been acquired and works fine.

4. **Chair's Business**
   a. Chairs report – The Chair's Report had previously been circulated.
   b. Fit for the Future – Neil will send a simple brief email to members about Fit for The Future with a link to The Third Age Trust section on the website so people can read in more depth if they want to. **ACTION NEIL.**
   c. Christmas Lunch – Arrangements for setting up seating arrangements were discussed.
   d. Christmas Party – Arrangements for setting up were discussed. Phil will provide sausage rolls. **ACTION PHIL.**
   e. 2025 – Neil has booked rooms for garden party, Christmas party, and has booked the Christmas lunch at Taste.

5. **Treasurer's Business**
   a. Accounts – Angie presented the accounts prepared by Dave.
   b. Gift Aid – Dave has submitted the gift aid claim, but this has not been acknowledged. The qualifying amount is £4,392 which, if accepted, would result in a payment of £1,098.
   c. Spalding Trip – Of those on the Spalding trip 47 are entitled to a refund of £6.00. Of those 13 have renewed at the reduced rate, 12 at the full rate, and 22 have not yet renewed. Dave is yet to move £72 for the 12 members from Spalding to donations.
   d. Expenses – Angie advised that Dave has requested that any committee members with outstanding expenses submit these as soon as possible so that they can be paid prior to the year end.
   e. Group funds – Dave intends to email convenors regarding cash balances held in their groups with the relevant excerpt of the finance policy outlining their responsibilities. **ACTION DAVE**.
   f. Assets – Dave will email all keepers of assets for confirmation that they are in good working order. **ACTION DAVE**.
   g. Email from member re Trip – Dave had circulated a draft response. Neil proposed this be sent, this was seconded by Karen and agreed unanimously. **ACTION DAVE.**

6. **Secretary's Business**
   a. Data Protection Form – Karen presented a form to Valerie which she signed.
   b. Policies – Karen has almost finished policy review and requested a special committee meeting to discuss and ratify these. It was agreed that this would be held on 7th January 2025. Karen will circulate the revised policies. **ACTION KAREN**.

7. **Membership Secretary's Business**
   a. Membership Renewals – We have 382 members of which 15 are new members. Of these 214 have still to renew. 4 members have already resigned and 4 more will do so in January due to moving away or ill health. Angie will be taking renewals at the January meeting.

8. **Systems**
   a. Microsoft 365 Office Licences – This is due to be renewed on 3rd December. It is available in the black Friday sale at Argos at £49 for 6 licences and 5 McAfee Total Protection licences. Angie proposed that we proceed with the purchase this was seconded by Phil and agreed unanimously. The message from Dave is that this should update the existing licences linked to the family subscription automatically and committee members can ignore reminders about existing licence expiring. **ACTION DAVE**.

9. **Groups Report**
   a. Group Audit – Margaret is still awaiting replies from 13 convenors, 3 of whom are expected imminently. She will call the remainder to chase.
   b. Social History – We now have confirmation that this meets in members. The website has been updated.

10. **Hospitality & Wellbeing**
    a. Cards - Elizabeth Hassell has sent card and remaining stamps to Angie together with a list of cards that has sent over the years. Angie proposed we send a thank you card and flowers. This was seconded by Karen and agreed unanimously.

11. **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.

12. **Any Other Business**
    a. 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. **ACTION ANGIE**.
    b. Social Prescribing – Glyn confirmed that we are now on the Joy platform.
    b. TAT Training – Neil advised that of the things advised by TAT on running and growing your u3a we already do most of them including consolidation and co-convening of groups.

Holidays:

Date & Time of next meeting – Tuesday 7th January 2025 at 2p.m. (Policy review)

Tuesday 28th January 2025 at 2 p.m.

Meeting closed at 3.46 p.m.