Minutes of Committee Meeting
Held on Tuesday 28th January 2025 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); Sandra Barker (Hospitality & Wellbeing); Bob Collins; Phil Proud.

Apologies: Pam Harrison.

1. **Minutes of the Committee Meeting on 26th November 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. It was agreed that we now wait until after the AGM in case the signatories change.
   b. Karen will ask Graham to change cards from Elizabeth Hassell to Angie on the website. **ACTION KAREN**

4. **Chair's Business**
   a. Chairs report – The Chair's Report had previously been circulated.
   b. Kay Thompson – Has stepped down as a Trustee for personal reasons. Karen will update the Charity Commission website and ask Graham to update the website. **ACTION KAREN**
   c. Aims & Objectives – Neil advised that these had all been met with the exception of the Network which has folded.
   d. Third Age Trust – The Vice Chair elected recently has already stood down. The elections for the East Midlands Council of Representatives were unopposed.

5. **Treasurer's Business**
   a. Accounts – Dave presented a statement of accounts and discussed whether these should be done on a cash or accruals basis. As renewals span the year end, on a cash basis, we are not comparing like for like with previous years. Further consideration will be given to this prior to the AGM.
   b. Reserves held are at an acceptable level in the Treasurer's view.
   c. Monthly Meeting – A discussion was had about whether to move the speaker from the worship centre to the hall following the substantial increase in Christchurch booking fees. This would save a substantial amount of money, some of which could be used to purchase our own sound system. The pros and cons, including capacity, logistics, lighting and comfort were discussed. No final decision was reached, and this will be kept under review.

6. **Secretary's Business**
   a. AGM – Karen advised that the paperwork is complete and ready to send once any members who do not renew have been lapsed on Beacon. **ACTION KAREN**
   b. Policies – Karen is now working on the agreed policies to ensure continuity of layout and format and will then send to Graham for the website and advise members. **ACTION KAREN**.
   c. Trips Policy – Valerie was absent. Karen will look at a policy and booking form. **ACTION KAREN**
   d. Medical Research – We get a number of requests for volunteers to participate in research. The new data protection policy prohibits us from circulating by email anything that is not u3a related. Neil proposed

and Angie seconded that these could be displayed on a notice board the back of the hall. This was agreed unanimously.

7. Membership Secretary's Business

a. Membership Renewals – We have 369 members of which 36 are still to renew. 21 members have resigned due to ill health, and we have 23 new members. One member is sending a cheque and another paying at the monthly meeting.

8. Hospitality & Wellbeing

a. Coffee Morning – The voluntary contribution to the free coffee morning in December raised £32.7- for Cancer Research UK.

9. Any Other Business

a. Potential New Member Leaflet – Glyn requested 50 more new member leaflets. Karen will ask Beauchamp to print. **ACTION KAREN**

Holidays: Bob 10th – 14th March
Angie 1st – 10th April
Dave 1st 10th April
Karen 4th – 11th April
Neil 4th – 11th April

Date & Time of next meeting – Tuesday 25th February 2025 at 2 p.m.

Meeting closed at 4.08 p.m.