

Minutes of Committee Meeting

Held on Tuesday 25th February 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 28th January 2025

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. Karen is still to write trips policy. As Sue Took is also willing to be Trips Co-ordinator as well as Groups Co-ordinator Karen will liaise with her after the AGM.

4. Chair's Business

The Chair's message has previously been circulated.

- a. TAT voting – the voting for the new slimmed down Board has now closed but votes has not yet been counted.
- b. Valerie Muggleton - has stepped down as a Trustee.
- c. Membership Numbers - We have had received pre-AGM questions about building the membership and not being proactive. The numbers are increasing steadily but we have also unfortunately lost quite a few members due to passing away, being too frail to attend or moving away. The member who raised the questions has been given details of the substantial amount of work that our publicity co-ordinator in particular has been going on behind the scenes to publicise and grow the u3a. Glyn advised that we are now, in addition to other measures discussed at previous meetings, on "In Your Area".

Angie will ask new members to state how they heard about the u3a if this isn't completed on the application form so that we can monitor what is working and what is not. **ACTION ANGIE.**

The member will be given the opportunity to ask questions at the AGM. Karen will add it to the agenda under any other business previously notified. **ACTION KAREN**

5. Treasurer's Business

- a. Accounts – Dave presented the 2024 accounts. This year he has changed the basis of accounting for fees which straddle the year end. He has taken out the prepaid fees which means that the accounts will show a deficit, but this is a paper exercise only as they will appear in the 2025 accounts. Dave will explain this at the AGM. Dave proposed we adopt this method, this was seconded by Bob and agreed unanimously.
- b. Budget/Subscriptions – Dave presented the budget estimate for 2025/6. He proposed that the subscription for 2026 be maintained at £20. This was seconded by Karen and agreed unanimously.

6. Secretary's Business

- a. Offers of Help/New Committee Members – Karen advised that apart from Sue Took submitting a committee application enabling her to take on the entire job of Groups Convenor no other applications or offers had been received.
- b. Trips Policy/Booking Form – as above Karen will discuss with Sue when she is on the committee.
ACTION KAREN

- c. Job Descriptions – Karen will circulate the job descriptions for all to check and amend if necessary. A convenor job description was mentioned. Karen advised she had never been passed one when she became secretary but will speak to Sue once she is on committee. **ACTION KAREN**
- d. Health & Safety/Risk Assessments – Karen advised that there are new risk assessments on the TAT website which are numerous and complex. She will work to simply and reduce the number because if we use the TAT standard templates, we are likely to deter groups. **ACTION KAREN**

7. Membership Secretary's Business

- a. Membership Renewals – Angie presented membership statistics which continue to show steady growth and was pleased to report that some renewals are coming in even though the deadline was 31st January.
- b. Meet & Greet – Angie mentioned that this has not been happening regularly. Sandra will organise a rota.

8. Groups

- a. Training or Help – Karen will check with Sue what training and help she has received or still needs.
- b. Beacon – Margaret was granted full Beacon access. Neil proposed and Karen seconded that this is useful for groups. The vote was 7 in favour and 1 abstention.

9. Systems

- a. Microsoft 365 is increasing the prices which will cost an extra £20-30. Dave will investigate whether there are options for Microsoft for charities. **ACTION DAVE**

10. Any Other Business

- a. Speakers – The speaker for April when all 4 officers are away wants to sell books on local history. It was agreed that this would be okay providing it didn't form a major part of the talk and was done discretely afterwards.

Some members have been commenting that speakers are becoming boring and repetitive with too many charity speakers. Angie will get an up-to-date list from Keith.

Holidays:

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

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

Meeting closed at 3.59 p.m.