Minutes of Committee Meeting
Held on Tuesday 25th March 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); Pam Harrison; Phil Proud.

Apologies: Sue Took & Bob Collins

1. **Minutes of the Committee Meeting on 28th January 2025**
   Karen apologised that due to personal circumstances these had not yet been done but will be ready in time for the next meeting. **ACTION KAREN**

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

3. **Actions From Previous Minutes**
   See 1. above to be reviewed at next meeting.

4. **Chair's Business**
   a. Portable Speaker System – Given we had previous problems with microphones and no sound at the AGM because Christchurch's system was down Dave sourced a portable PA speaker system with Bluetooth & wireless microphones. Sandra proposed we proceed with the purchase. This was seconded by Angie and agreed 7 with 1 abstention. Neil had specifically requested the sound was checked prior to the AGM so Dave will ask Christchurch for a refund. ACTION DAVE.
   b. Chair's Lunch - We have not had a chair's lunch in some years to thank our kitchen helpers, really useful members and group convenors. It was discussed that we could use the large meeting room at the Quakers and outside caterers. Phil & Pam will discuss available dates with Carmen in June and Karen will organise invites. The budget will be decided when we know how many we are catering for. Pam agreed to ask Zeph's & Angie will check out Costco. All was proposed by Glyn, seconded by Phil and agreed unanimously. **ACTION PHIL/PAM, KAREN, ANGIE**
   c. April Monthly Meeting – Margaret has arranged to cover for Angie and Glyn for Neil at the monthly meeting.
   d. Book Swap – A member has suggested that we could hold a book swap table at monthly meetings and coffee mornings. There were mixed views on this chiefly because of storage and carrying. It was suggested that we would mention it in the newsletter before deciding anything. **ACTION KAREN**
   e. Third Age Trust – April marks the start of the Council and Board Meetings for the new TAT structure. Neil will email members. **ACTION NEIL**

5. **Treasurer's Report**
   a. Accounts - Dave has previously circulated the accounts.
   b. Budgeting is on target so far.
   c. Transfer - We are holding a lot of cash on the current account at present although interest rates are low and we will have 3 large expenses in u3a matters, Beacon Fee and the Capitation Fee. DB proposed moving some of the balance to the deposit account as with online banking it is not an onerous task to move cash back when required. This was seconded by Karen and agreed unanimously. **ACTION DAVE**
   d. Debit Card – Dave advised that in some respects it makes more sense to obtain a credit rather than debit card due to the added protection. This must be on the strict provision that it is paid off in full at the end of each moth and would mean making changes to finance policy. This will be discussed further at the next meeting.

6. **Secretary's Business**
    a. The Charity Commission Website – Karen will update to include Sue once she has her date of birth. **ACTION KAREN**
    b. Job Descriptions – Karen will circulate the ones she has and would like everyone to check that they are still up to date and correct. This is particularly important, and we will need to do succession planning this year as some members will need to step down at the AGM. **ACTION KAREN & ALL**

7. **Membership Secretary's Business**
    a. We have had 4 new members and 1 visitor this month.

8. **Systems**
    a. Back Up - Dave will speak to Graham about what is happening with Chris being back up for the website. **ACTION DAVE**

9. **Groups**
    a. Karen will ensure that Sue is happy with what she needs to do on Beacon and the website when there are changes to the groups and with the website. **ACTION KAREN**

10. **Hospitality & Wellbeing**
    a. VE Day - Sandra suggested that we hold a celebration after the monthly meeting in May during coffee time. Fancy dress would be optional, and we could play 40s music. There will be no mass catering, but the committee could supply cakes rather than biscuits.
    b. Meet & Greet – Sandra has 5 new volunteers for meet & greet.

11. **Any Other Business**

Holidays: Bob 10th – 14th March
Angie 1st – 10th April & 15th -18th July
Dave 1st 10th April & 15th – 18th July
Karen 4th – 11th April
Neil 4th – 11th April

Date & Time of next meeting – Tuesday 22nd April 2025 at 2 p.m.

Meeting closed at 3.48 p.m.