Minutes of Committee Meeting
Held on Tuesday 29th April 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); Sue Took (Groups & Trips Co-ordinator), Pam Harrison; Bob Collins; Phil Proud.

Apologies: None

1. **Minutes of the Committee Meetings on 25th February & 25th March 2025**
   Both sets were proposed by proposed by Phil, seconded by Bob and agreed unanimously.
   Karen will email copies to Graham for the website. **ACTION KAREN**

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

3. **Actions From Previous Minutes**
   a. Dave is still to look into Microsoft licences for charities. **ACTION DAVE**
   b. Neil is still to email members re changes at TAT. **ACTION NEIL**
   c. Dave is still to speak to Graham about where we are with Chris as web back up. **ACTION DAVE**
   d. Angie will ask members who didn't complete where they heard about us to fill that part of the application form in as we need to know what is and isn't working for publicity purposes. It would be helpful if this could be added to the membership report circulated before meetings. **ACTION ANGIE**
   e. The trips policy is still to be done. **ACTION SUE & KAREN**
   f. Karen is still to look at risk assessments to see if they need updating. **ACTION KAREN (WITH SUE)**

4. **Chair's Business**
   a. Chair's Lunch – Sandra proposed that we use the £6.95 menu from Zephs for catering and this was seconded by Pam. This was agreed by 8 with 1 abstention and 1 objection. Sandra will send a list of really useful members to Neil and Neil will get a firm date from Carmen. **ACTION SANDRA & NEIL**
   b. Book Swap – Karen did not get chance to write an article for the newsletter. It is worth trialling anyway with the pending closure of Knighton & Clarendon Park library. Karen volunteered to get a storage container, set it up and put it away at monthly meetings, and store books in her garage. Angie asked what would happen if people took a book and didn't donate one or didn't bring it back and it was agreed that it really doesn't matter as we don't want to be holding too many books. Karen will email members. **ACTION KAREN**

5. **Treasurer's Report**
   a. Accounts - Dave has previously circulated the accounts.
   b. Deposit Account – Dave has transferred some funds to the deposit account as previously discussed.
   c. Groups – These include received £70 from singing for pleasure, the only group that actually banks through the u3a.
   d. Invoices Due for Payment – There are 3 TAT invoices and one expense claim due for payment.
   e. Credit Card – It was discussed last month that it makes more sense to get a credit rather than a debit card for the additional protection, on the strict understanding that it is paid in full each month. The limit was discussed and £2,000 should be sufficient. This was proposed by Dave, seconded by Karen and agreed unanimously. **ACTION DAVE**

6. **Secretary's Business**
   a. Forms – Karen asked Sue to complete the Fit & Proper person form & Data Protection Form which she did at the meeting.

b. The Charity Commission Website – Karen will update to include Sue now she has her date of birth. Karen advised that she had changed all of the email addresses to the generic ones but on reflection it was agreed that these would be changed back to personal ones. **ACTION KAREN**
c. Charity Commission Return – Dave is happy for Karen to submit the return based on the accounts agreed at the AGM. **ACTION KAREN**
d. Job Descriptions – Karen asked if everyone was happy with the job descriptions they have received. Dave has downloaded the TAT one and will amend as necessary. Everyone else was happy **ACTION DAVE**
e. Trips Policy – We still need a Trips Policy. Karen had sent ideas from other u3as to Sue along with our own requirements in previous emails. Karen & Sue will collaborate on the policy. **ACTION KAREN & SUE**
f. Finance Policy – Given the accounting process has changed from a cash basis to a hybrid basis and that we are obtaining a credit rather than debit card Karen needs to review the Finance Policy as soon as possible. **ACTION KAREN**
g. PAT Testing – It is a year since our electrical equipment was PAT tested. Neil will contact the tester and arrange a suitable date with Phil. **ACTION NEIL**

7. Groups

a. New Groups – Sue reported that 4 new groups are in the process of starting – Modern Movies, Intermediate French, Recorder Beginners and Recorder Advanced. Sue has yet to organise Keep Fit. **ACTION SUE**
b. Groups with Few Members – Once Keep Fit has been arranged Sue will work on groups that don't have many members. **ACTION SUE**
c. All Groups – It is Sue's plan to visit all groups in due course but obviously this will take time.

8. Trips

a. Sue is planning a trip during u3a week (20th-28th September) to Charlecote Park, a National Trust property in Warwickshire. There is a discounted entrance fee for groups of 15 or more and she has obtained quotes from 3 coach companies. She will check with accessibility with the venue. **ACTION SUE**

9. Membership Secretary's Business

a. Membership stands at 357. We have had 5 new members join and sadly two have passed away. We have had 4 new members and 1 visitor this month.
b. Angie will have a look at Beacon to see how many members have passed away in the last 12 months. **ACTION ANGIE**
c. Angie will check where any future new members hear about us so that Glyn has more idea about whet is successful in attracting new members and what isn't. **ACTION ANGIE**

10. Hospitality & Wellbeing

a. Meet & Greet – Meet & greet is operational again and working well.
b. VE Day – Sue Lester from Leicestershire & Rutland Family History Society has offered to attend our VE celebration after the monthly meeting in May during coffee time at no charge. She can help members tracing wartime, and other, relatives and it may create some interest in the u3a Family History Group. Sandra proposed that we accept, this was seconded by Sue and agreed unanimously. As previously agreed, we will play 40s music, the committee will supply cakes and fancy dress will be optional. Sandra will email members. **ACTION SANDRA**

11. Publicity

a. Queen's Road Summer Fair – There has been some issues with the sale of stalls and we have been unable to secure one. As it falls on Father's Day it was agreed that we won't have a presence, but we will book a stall should book for the Christmas Fair now. This was proposed by Glyn, seconded by Neil and agreed by 8 with 2 objections. **ACTION NEIL**

b. Potential New Member Leaflets – Glyn is running low. As Beauchamp will be shut for the summer holidays from 11th July to 26th August it was agreed that Karen will update the leaflet and order 100. **ACTION KAREN**

12. Any Other Business

a. Newsletter – Margaret has suggested having a comedy corner in the newsletter for short, clever jokes. Glyn proposed that this was a good idea, it was seconded by Neil and agreed unanimously. Karen will email members.
b. Christchurch – We have not had a reply to Dave's request for a partial discount from Christchurch following the failure of the sound system. However, as Neil proposed that we let this drop in view of the training that Phil and Glyn have received. This was seconded by Phil and agreed unanimously.
c. Country Dancing – Glyn has received an email about this and suggested it might be good for the summer garden party. Glyn will find out more details. **ACTION GLYN**
d. Speakers – It was agreed that this would be added to the agenda for the next meeting.

Holidays:

Sue	2nd – 5th June
Angie	15th -18th July
Dave	15th – 18th July
Karen	4th – 11th April, 20th -27th June & 6th – 13th September
Neil	4th – 11th April & 20th – 27th June
Phil	2nd – 9th September

Date & Time of next meeting – Tuesday 27th May 2025 at 2 p.m.

Meeting closed at 3.58 p.m.