Minutes of Committee Meeting
Held on Tuesday 27th May 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 29th April 2025**
   Adoption of the Minutes was proposed by proposed by Angie, seconded by Dave 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. The trips policy is still to be done. **ACTION SUE & KAREN**
   e. Karen is still to look at risk assessments to see if they need updating. **ACTION KAREN & SUE**
   f. Karen is still to submit the Charity Commission Return. **ACTION KAREN**

4. **Chair's Business**
   a. Garden Party – Neil confirmed that this booked for 19th August at the Quaker's Meeting House. Glyn has been approached by Scottish country dancers offering to do a demonstration. Numerous people suggested we find out how many there are, the cost, (if any), and space that they would need. Glyn proposed that we state that we can provide food and they can advertise their group, but we do not have a budget to pay them. This was seconded by Neil, agreed by 7 with 2 objections and 1 abstention. (Note post meeting it transpired that they wanted to charge £80 and that we do not have space to accommodate them, so this idea was abandoned). **ACTION GLYN**
   b. PAT Testing – is due. Neil has contacted Phil Pantling for available dates after a long discussion about dates and availability a date was finally agreed as Thursday 19th June. Anyone with equipment get it to Phil before that date. **ACTION PHIL & ALL**

5. **Audio Visual**
   a. Projector **–** The last speaker brought his own projector which proved not to be powerful/bright enough for the worship centre. Glyn proposed that we would insist from now on that we use our own kit (Irene's idea) this was seconded by Phil and agreed unanimously. Angie will email Keith and Phil will bring equipment to all monthly meetings. **ACTION ANGIE & PHIL.**
   b. Sound System – the roving mike had not worked especially well. Lapel microphones are now obsolete. Phil suggested purchase of a headset which would provide far better sound quality for a cost of £80. This was seconded by Bob and agreed by 9 with 1 abstention. **ACTION PHIL**

6. **Treasurer's Report**
   a. Accounts - Dave has previously circulated the accounts. The only invoice still to pay is for the potential new member leaflets. Dave is still also owed £20 from the situation where he couldn't find the cheque book to pay a speaker. He will recoup this in due course. **ACTION DAVE**

7. **Secretary's Business**
   a. 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. She will make the necessary changes in red and circulate for approval. **ACTION KAREN**

8. **Groups**
   a. French Conversation is not now going ahead as none of those interested are members and don't want to join.
   b. Keep Fit – Sue is yet to organise. The person who is running the group is now a member so cannot charge a fee other than for room hire. **ACTION SUE**
   c. 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**
   d. Recorder Group – is starting.
   e. Convenor Pack –Sue is making some minor amendments. **ACTION SUE**
   f. Group Start up Allowance – has been permitted historically. It is meant to be a repayable loan rather than a grant. Sue proposed Modern Movies be allowed this if it is unable to cover the room hire for first meeting. This was seconded by Sandra and agreed unanimously. (post meeting note the hire was covered and the loan wasn't necessary).
   g. Emails – A common complaint is that group members do not reply to emails from convenors, Sue/Neil will send an email to members to say it is only polite and makes planning difficult for convenors when members don't reply. **ACTION NEIL**
   h. Beacon Access for Convenors – this will be adjourned for a further meeting as time was getting on. **ACTION KAREN FOR AGENDA**

9. **Trips**
   a. Sue has booked a coach for the trip to Charlecote Park at a cost of £20 a member plus entrance (free to National Trust Members). She has also designed a booking form. David spotted a couple of typos which Sue will amend. **ACTION SUE.**
   b. The form and details will be circulated to members imminently. **ACTION SUE**
   c. The trip will be opened up to partners and friends if the coach isn't fully booked closer to the time. **ACTION SUE**

10. **Membership Secretary's Business**
    a. Membership stands at 360.
    b. The last 12 new members have come via family or friends.
    c. We have had 12 members lapse this year, 26 resign (chiefly due to ill health) and 10 pass away.

11. **Hospitality & Wellbeing**
    a. Chair's lunch - Sandra will invite her helpers to the chair's lunch, Neil will invite group convenors and other RUMs.
    b. VE Day – the celebrations went very well. Glyn will write to u3a Matters. **ACTION GLYN**

12. **Publicity**
    a. Potential New Member Leaflets – Glyn will ask if he can leave a few in all 3 hospital receptions. **ACTION GLYN**

13. **Speakers**
    a. Repeat Speakers – feedback from members is that speakers should not be invited back unless exceptional and are quite dull. Angie will speak to Keith. **ACTION ANGIE**

14. **Any Other Business**
    a. Book swap – will start at the next monthly meeting. Karen to do A4 posters for table. **ACTION KAREN**

Holidays: Karen 6th – 13th September
Phil 2nd – 9th September

Date & Time of next meeting – Tuesday 1st July 2025 at 2 p.m.

Meeting closed at 4.16 p.m.