

**Minutes of Committee Meeting**  
**Held on Tuesday 1<sup>st</sup> July 2025 at 2.00 p.m. at Christchurch, Clarendon Park Road**

**Host & Chair: Neil Taylor (Chair)**

**Present:** Neil Taylor (Chair); Karen Closs (Secretary); Glyn Bray (Publicity); Sandra Barker (Hospitality & Wellbeing); Sue Took (Groups & Trips Co-ordinator), Pam Harrison; Phil Proud (Asset Keeper).

**Apologies:** Angie Barnes (Vice Chair & Membership Secretary); Dave Barnes (Treasurer & Systems Administrator); Bob Collins.

**1. Minutes of the Committee Meetings on 27<sup>th</sup> May 2025**

These have not yet been done due to personal circumstances. Karen will do as soon as possible. **ACTION KAREN**

**2. Matters Arising (not on the agenda)**

None

**3. Chair's Business**

a. Summer Garden Party

- i. Neil confirmed that the room is booked from 9.00 a.m. until 5.00 p.m. We can set up from 9.00 a.m. and lunch will be at 1.00 p.m. The cost of the large meeting room and garden is £37 for the afternoon. Carmen has kindly agreed we can get in early to set up.
- ii. The small meeting room is booked as usual for coffee morning. Last year coffee morning covered the cost of the small meeting room and refreshments in the morning.
- iii. Karen will do tickets. **ACTION KAREN**
- iv. Neil will email members. **ACTION NEIL**
- v. Tickets will be sold at monthly meeting coffee morning, also members will be able to pay by bank transfer or payment can be made to any committee member.
- vi. Sue will ask Digital Photography & Video Help if they are happy to take photos and videos for the website and newsletter. **ACTION SUE**
- vii. Glyn will do a write up for the newsletter. **ACTION GLYN**

**4. Hospitality & Wellbeing**

a. Catering for Garden Party

Sandra has done a detailed cost comparison of Waitrose, M&S, Sainsbury's, Costco and Zeph's (menu A and Menu B). Karen highlighted that VAT has to be added to Zeph's, Angie has also said that she is happy to go to Costco and do mocktails like she did last year.

Sandra proposed that:

- i. We order Zeph's menu A which, including VAT, works out at £5.16 a head. The food is better quality, easier, they will deliver, and the fruit platter was especially well received at the Chair's lunch.
- ii. We sold 81 tickets last year and coffee morning covered the cost of the small meeting room in the morning as well as tea, coffee, milk and sugar. We can not foresee how many tickets will be sold but assume a similar number to last year.
- iii. We ask for half sausage rolls and half samosas as lots of sausage rolls were left over at Chair's lunch.
- iv. We will ask for a fruit platter instead of loaf cakes as this was popular at the Chair's Lunch. Any members of the committee who are willing will make cakes to bring and donate.
- v. We will ask for a larger number of sandwiches on brown bread and less on white as the former were more popular.
- vi. Angie will be asked to do mocktails.

- vii. We will ask Zeph's to deliver (if not Phil will collect).

All of the above was all seconded by Phil and agreed unanimously. **ACTION SANDRA & ALL**

- viii. Karen proposed a cost of £7 a ticket to cover Zeph's and £1,84 per head extra to cover the meeting room hire. This was seconded by Neil and agreed unanimously.

## 5. Treasurer's Report

- a. Accounts – the accounts have previously been circulated. There were some questions about the terminology/abbreviations used in the accounts which will be raised with the Treasurer to explain in a bit more detail at the next meeting. **ACTION KAREN**

## 6. Groups

- a. Recorder Group - has started with 2 members. There will not now be a beginners recorder group as there is no convenor.
- b. Keep Fit – Sue is still trying to arrange a free space and cost for room at Christchurch. **ACTION SUE**
- c. Intermediate French – will not now go ahead as those who expressed an interest were friends of current members and did not wish to join when contacted.
- d. Cryptic Crosswords – Both groups are folding due to lack of members.
- e. Walking Groups – Nothing much is happening with SWANNS & Ramblers. Sue will investigate and look at other groups needing new members. **ACTION SUE**
- f. Groups Needing New Members – Sue will work on these once Keep Fit is sorted. **ACTION SUE**

## 7. Trips

- a. Sue has 27 people booked on the coach which is enough to break even. She will now open up the trip to partners and friends of members. **ACTION SUE**

## 8. Membership Secretary's Business

- a. Membership Report - has previously been circulated. There have been no new members this month. This is probably because it is holiday season and also potential new member enquiries in June are usually advised to wait until July when they only pay for the half rather than full year. Sadly, more members have also passed away this month.
- b. Associate Members - It was pointed out that we charge more for associate members than some other u3as. This will be added to the agenda for the next meeting. **ACTION KAREN**

## 9. Any Other Business

- a. Newsletter – Glyn has written an excellent description of the role of the publicity officer for the newsletter. Karen suggested that we should all do the same as we need to be succession planning for the roles of people who will have been on the committee maximum term at the next AGM. Karen is willing to write the next one. **ACTION KAREN**
- b. Cards – Sandra was the CLP when cards were done by Elizabeth Hassell. Cards fall under the remit of the hospitality and well-being role so it should thus be Sandra sending cards. This was proposed by Sue seconded by Neil and agreed unanimously. Sandra will liaise with Angie for transfer of cards and stamps. **ACTION SANDRA**
- c. Keys – Phil is normally the first to arrive at committee meetings and monthly meetings and waits outside when she could be inside setting up. As she holds the assets, some of which are stored at Christchurch, it makes sense for her to also have the keys. This was proposed by Glyn, seconded by Pam, and agreed unanimously. Neil will tell Jean Baxter about the change. **ACTION NEIL**

**Holidays:**

Karen 6<sup>th</sup> – 13<sup>th</sup> September

Phil 2<sup>nd</sup> – 9<sup>th</sup> September

**Date & Time of next meeting** – Tuesday 22<sup>nd</sup> July 2025 at 2 p.m.

The meeting closed at 3.55 p.m.

APPROVED