

**Cestria u3a at Chester-le-Street**  
**Committee Meeting No.88 held on Wednesday 19th April 2023 in the Eardulph**  
**Room at the Parish Centre, Chester le Street.**

**Those present:** Robert Berry - Chairman, Tony Morrell, Margaret Pescod, Kathleen Atkinson, Margaret Bozic, Rachel Burton, Margaret Chilver, Angela Hamilton, Anne Lanigan, Christine Logan, Pat Rule, Maureen Weston, Steve Willan.

**Apologies for Absence:** David Easton

**Minutes of Last Meeting:**

- Approved and signed off by Robert Berry.

**Matters arising from minutes not otherwise on the agenda:**

- None

**Review of GDPR:**

- No issues arising.

**Review of Monthly Attendance:**

- Numbers increasing slightly to ~30 % of membership.
- Social Prescribing discussed with the possibility of putting posters in Doctors Surgeries. Discussions have been had in the past with a Doctor with very limited results.

**Chairman's Report:**

- Coffee morning to be arranged at Cornerstones in June. This will be open to everyone members and non-members. The cost to hire the Upper Room with coffee will be £100.
- Group Leaders have a responsibility to ensure everyone attending their group is a current member of Cestria or one of our Network Partners. The Group Leaders Advice Sheet as been updated.
- The next meeting of the Network Chairs takes place on 21st April. Questions will be asked about checking current members and if there is a need for membership cards to be shown. Policy may need to be updated.
- Procedures for the Welcome Team at Cornerstones to follow committee meeting.

**Treasurer's Report:**

- The current bank balance is £5,179 an increase of £638 from December 2022.
- There are still a number of expenses from TAT still to come, which will significantly reduce this balance.
- Balance at December 2023 to be £4,585 which is £384 higher than the expected figure stated at the AGM.
- It is intended to reduce the monthly attendance fee from £2 to £1 from June as long as there are no unexpected costs. This is a short term measure.
- Groups will continue to pay £2 per person in a paid for venue and the large groups will continue to subsidise the smaller groups. Currently, groups almost break even.

**Secretary's Report:**

- All of Cestria's Policies and Procedures have been updated. They are on the website and in the folder displayed at the monthly meeting.
- The main "working" policies are Cancellation & Refunds, Financial, Group Leaders Advice and Walks Safety Advice.
- Policies need reviewing in 2025 although some could be updated to reflect any potential issues that may arise.
- As a Charity we must demonstrate we are managing of group efficiently and properly and meet all our obligations to our members.
- A note to our members was added to the March monthly update and another will be in April.

**Group Coordinators Report:**

First Report as new Group Coordinator.

- Introduction email sent to Group Leaders.
- Request for members names attending their groups at the end of February received from most groups and Beacon updated.
- Currently 11 groups and new group to be added for Outdoor Events as there are regular events organised by MB.
- Recent groups lost are: Scrabble, Singing Seniors and both Bowling Groups.
- Help with setting up a Bridge Group starting potentially in September.
- Planning to attend all groups over the next few months.
- Email/speak to group leaders about improving their descriptions of their groups for the website.
- Emergency Contacts – members have been asked to provide these details and any received should be forwarded to the Secretary for inclusion on Beacon.
- Any issues Group Leaders may have with members will be supported by the Committee. See Grievance Procedure.
- Organise a Group Leaders meeting in July. Get costings, etc.
- Add an article in the next Newsletter.
- Took part in the Zoom meeting for Group Coordinators. Minutes forwarded to the committee.

**Membership Secretary's Report:**

- Currently 195 members as at April 2023.
- There have been 9 new members in 2023.
- Took part in the Zoom meeting for Membership Secretaries.

**Speaker Secretary's Report:**

- The speaker list for 2023 is complete up to February 2024.
- Christmas Event for 2023 will be the Ukulele group.
- Will meet with AH and MW in August to start the 2024 list.

### **Website Administrator's Report:**

First Report as new Website Administrator.

- Website is being restored after November 2022 crash.
- Training received from both current administrator and Regional Office at Pink Lane.
- Groups' details have been changed so no personal contact details are shown. Contact is now through clicking on a link (a BlueBird icon) to the individual group leader.
- Group descriptions need updating.
- Current system is over ten years old and a new system has been chosen by TAT. No timescale as to when the phased rollover will be but not expected until 2024/25.
- Took part in the Zoom for an introduction to Word Press.

### **A.O.B.:**

- Thank to everyone who helped organise the History Wardrobe, Pat Rule, Anne Lanigan and Kathleen Atkinson. It was a great success.
- Thank you to Ray and Christine Logan for their work over many years for keeping the website up to date.
- Thank you to Steve Willan for volunteered to run our website and agreeing to be co-opted on the committee.
- Two more events in the pipeline from MB.
- A sub-committee for events has been formed. Christine Logan, Anne Lanigan, Pat Rule and Rachel Burton will meet to discuss future events.

**Meeting closed at 12.00 pm.**

**Next meeting 10.00am Wednesday 19th July 2023 in the Eardulph Room at the Parish Centre, Chester le Street.**

Signed:

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Dated:

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