

**Minutes of Committee Meeting held at the
Laura Trott Centre at 1.30pm on Thursday, 18th May 2023**

Steve Sell (SS) Chair	Andy Smith (AS) Committee Member
Stewart Walter (SW2) Vice Chair	Malcolm Luff (ML) Committee Member
Stewart Wagstaff (SW) Asst. Programme Editor	Frank Sluter (FS) Group Co-ordinator
Sue Allum (SA) Speaker Secretary	Heather Douglas (HD) Co-opted member
John Durrant (JD) Events Co-ordinator	Vanessa Lucas (VL) Co-opted member
Rob Scott (RS) Treasurer	

1. Apologies: Malcolm Luff, Christine Luff, Peter Harris, Christine Dugdale, Jean Wardrop.

2. Minutes of the previous Meeting held on 20th April 2023 agreed.

3. Matters Arising from the Minutes, not being discussed later:

None

4. Chair's Report:

I would like to welcome you all to our May committee meeting. I think the AGM went reasonably well; thankfully we started on time this year and completed the business by 2.30. in time for the usual meeting format to commence.

As we all start another year as elected members of the committee I hope that we can continue to ensure that Cheshunt u3a remains successful and continues to provide entertainment, education, and enjoyment for existing members and those encouraged to join this organisation in the future. The continuation of Cheshunt u3a would not be possible without the commitment of it's Committee and the Group Leaders.

I would like to repeat my own thanks to Lesley Casson for all the work she has carried out on the committee over the years. I understand that she was a committee member from the start of Cheshunt u3a in 2010 so she will certainly be missed. But I'm sure she will appreciate the retirement.

At the AGM Rob addressed a question put to a committee member regarding the delay in formal presentation of the accounts due to the moving of our AGM and membership year. Following Rob's email to the Committee I believe we agreed that we would address this issue at our May meeting.

Thanks to Stewart Walter for picking up on the need for a full vote on the proposed membership subscription increase; he quietly reminded me that this needed to be done during the AGM. Where would I be without such an able committee. Stewart has also pointed out that we should have obtained approval for reappointment of the independent examiner of the accounts for next year. I can ask for this at next week's meeting if we are agreeable to this.

Following the email sent by Cllr Dee Hart I spoke to Kirsten and Sharon about the issues raised by residents of a care home regarding the suitability of the Laura Trott Sports Hall for our meetings re capacity and temperature. We agreed that our options were limited, in line with the points I have made at previous meetings and in my annual Chair Report. I told Kirsten that we were appreciative of all the support given by the Laura Trott Centre, and commented that it was a bit rich when a councillor was highlighting such concerns given that it was council members that had forced us to resort to the Laura Trott Centre because they decided to take away our Wolsey Hall.

5. Vice Chair's Report:

Our last monthly meeting in April, which also included the AGM, was once again well attended. Congratulations to Andy for designing the new digital login system which was trialed and I believe was a great success. There were a lot of members still renewing on the day and these were handled well by Christine and Frank. Providing separate tables with membership cards for collection helped considerably and is something to be repeated next month, thanks to the volunteers arranging and handing the cards out and the queue managers.

We were able to start the AGM on time and the proceedings passed off smoothly. Treasurer Rob Scott presented the proposal to increase annual membership from next year to £15 and this was passed by a show of hands with no dissenters. This was reassuring and perhaps shows that members do realise that even with this increase the membership fee still represents excellent value for money.

Once again our speaker, Mike Barbakoff, was excellent. Speaking on the history of Bletchley Park, his presentation flowed and was full of interesting facts: I for one never realised that there were 8,000 people working there, despite having visited a few years ago and seen the film "The Imitation Game" twice! Congratulations to Sue for continuing to book such entertaining and interesting orators.

At the end of the meeting I was approached by one lady who volunteered to join the RUGS and possibly get involved with the website, so perhaps our appeals do not always fall completely on deaf ears!

6. Business Secretary's Report:

Apologies for not being at the meeting today but Malcolm and I will be available for the Main meeting.

u3a mailings and web contacts circulated.

Rob's generic email address amended on Portal + u3a office, East of England and BArts.

The new registration system worked brilliantly at our April meeting and thanks again to Andy for his help on the day and for all his hard work getting this up and running.

7. Treasurer's report:

<u>Monetary Assets as at 15th May 2023</u>	
Main Account	£6,017.71
Groups Account (Restricted)	<u>£13,239.97</u>
	£19,257.68
Cash Floats:-	
Membership Secretary	£50.00
Books	£5.00
Tea & Coffee	£10.00
Cash in hand held by Groups	<u>£4,609.04</u>
	<u><u>£23,931.72</u></u>

This last month has been very fraught with the Main bank balance plummeting, due to us not receiving any income from the Square organisation from March until the 28th April when funds started flowing in again after we had to send them details of our Constitution and names, DOB and addresses of the Chair, Secretary and Treasurer. I also had to write a letter of Authorisation, for them to transfer all the funds they were holding into our Lloyds account. At the time, I was all for ditching them and going with Lloyds Cardnet.

Initially I was only able to make the following smaller payments:

£95 for the April speaker, £65 for the flowers and pressy for Lesley, £288 for the March newsletter and accounts printing, £320 for TAM to March 2024 and £772 for Beacon Fees to March 2024. When the funds flowed back in, I was able to pay £54 for the new Scanner System, £168 for my new Laser printer, £120 for the April newsletter and finally £3028 to the Third Age Trust for our Membership Fees To March 2024.

The main account received £7458 this month and paid out £4910, so I was able to breathe a sigh of relief again.

The Group account received £4686 and paid out £7137.

I'll pass round the Groups' current balances, purely as I'm still a little concerned about Walking Netball. Since November 2022, there has only been £553.50 paid in (during February) and I was unsure what was happening with the group?

Action: The issue with walking netball is thought to be a question of the group leader not having time to pay money into the bank. **JD agreed to follow up with Trish Shaw who attends the group to try to clarify the situation.**

In response to a question, RS said that he was not 100% sure that the monies paid into our account from Square are accurate and this will require a more detailed in-depth check which he is currently undertaking. The question was also raised about how the membership secretary kept track of the money paid in using the Square card machine. In the absence of the membership secretary this question to be raised at the next meeting.

Action: RS and CD to follow up and report at the meeting in June.

Following up on RS's report there was discussion about switching from Square to Lloyds Cardnet. Square are registered in Ireland and Lloyds already have all our details were sited as positives from switching. The downside was that Lloyds charge £199 per card machine (we have 2 currently) whilst these are provided free by Square. Commission charges are similar for both companies. There then followed further discussion to see if groups could take money via a card machine rather than through cheques or cash which is the current system. If this could be done then it would be much more convenient.

Action: RS to investigate moving to Lloyds Cardnet and to investigate if it is possible to pay money into group accounts by card.

8. Membership Secretary's Report:

Report awaited.

9. RUG Co-ordinator's Report:

Meeters and Greeters for the next meeting are from the singing group and no RUGS needed to help.

We need to continue to ask for new RUGs from the membership.

10. Speaker Secretary's Report:

Community table will be taken at the May meeting by Deborah Williams-May a PCSO from neighbourhood watch.

June Bunten will also have a table (or 2) for sale of her crafts in aid of Alzheimer's charity. It seems that she has independently spoken to LT staff.

Our speaker this month will be Bobbie Darbyshire with a presentation entitled "From where do novelists get their ideas". She will only be speaking and does not require a projector. She will require a table in front of the podium.

Mike Babarkoff who spoke in April has another talk about the early breaking of the enigma code and SA has booked him for next year.

SA has written to Tesco to request gifts for the raffle given that each month we purchase 2 gift cards as prizes. Response is awaited. In the future she will repeat this request with M&S.

Action: SA to circulate a list of speakers. She will send this by email to one member of the committee (SW2?) to circulate and also print off copies for committee members at the next meeting.

11. Group Co-ordinator's Report:

Frank is currently having issues with his computer which are being sorted out by Heather and is currently waiting for transfer of email addresses. This should be sorted by next month.

12. Website co-ordinator's Report:

Peter has volunteered our u3a to be Pioneers in the u3a SiteWorks project and has completed the requested forms. Now waiting for the centre to set up the site.

13. Programme Editor's Report:

All programs were taken last month so it was agreed to increase the print run to 500 copies for this month's meeting. It was also noted that neither VL or SW will be available in June and someone else will need to collect the June program from the printers. Deadline for copy for June is 13th June.

It was requested by AS that a note be included in the program to remind members to bring their cards to the meeting for scanning for entry.

Action: VL/RL to include a notice about membership cards.

14. Events Co-ordinator's Report:

The new layout for last months meeting worked well and we will continue with it for the next two months whilst members are still collecting new cards. Volunteers are needed again to man the card issuing table.

Action: JD will approach Jan Siebert to check if she is willing to do it again.

We need to resume the practice of group leaders letting JD know if they are not attending a meeting and therefore will not be needing a table. A reminder to this effect will be sent out once Frank and Heather have sorted out the group leaders communication.

15. Any Other Business:

SA asked who was responsible for the community table. The present system was very ad hoc. **It was agreed that JD will take responsibility.**

Provision of refreshments at monthly meetings. HD had investigated alternative provision by LT cafe and told the meeting what they could offer - the detailed information having already been circulated by Heather in an email. In summary, LT cafe would dispense tea/coffees from urns, in cups with lids, in the cafe area to members at the cost of £1 (cash possible). The chairman thanked Heather for her efforts in following this up and there followed a discussion on a possible change. It was noted that members would still be carrying drinks into the hall and there could be issues in a crowded entrance. At the moment Jean and her team are still able to run the tea bar and so **it was decide to continue with the present system for the moment. SA offered to check the situation with Lesley and Jean about providing lids for our present cups as an option for people requiring them. It was also agreed to look at the possibility of getting stronger cups for the future.**

AS then told the meeting he was prepared to make his software for digital sign-in available to other u3a's and asked if there was a central contact. **It was agreed that as an initial step Steve would make the other 7 members of the local Hertfordshire group aware of this offer.**

16. Main Meeting & AGM : 1.30pm on Thursday 25th May 2023

17. Next Committee Meeting : 1.30pm on Thursday 15th June 2023

The meeting closed at 14.55