

**Minutes of Committee Meeting held at the  
Laura Trott Centre at 1.30pm on Thursday, 16<sup>th</sup> November 2023**

<b>Steve Sell (SS) Chair</b>	<b>Andy Smith (AS) Committee Member</b>
<b>Stewart Walter (SW2) Vice Chair</b>	<b>Frank Sluter (FS) Group Co-ordinator</b>
<b>Christine Luff (CL) Secretary</b>	<b>Malcolm Luff (ML) Committee member</b>
<b>Rob Scott (RS) Treasurer</b>	<b>John Durrant (JD) Events Co-ordinator</b>
<b>Sue Allum (SA) Speaker Secretary</b>	<b>Vanessa Lucas (VL) Committee member</b>
<b>Peter Harris (PH) Website Co-ordinator</b>	<b>Heather Douglas (HD) Committee member</b>
<b>Stewart Wagstaff (SW) Asst. Program Editor</b>	

**1. Apologies:** Christine Folland, Tony Knight.

Brian Peel also attended the meeting as an observer.

**2. Minutes of the previous Meeting** held on 19<sup>th</sup> October 2023 agreed.

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

Stewart Walter has still not drafted the form for inclusion in the program. Maybe superseded by the general email circulated through Beacon by Stewart Wagstaff.

Sue reported that Lynn has confirmed Tesco will donate £20 worth of mince pies and a hamper as a raffle prize for the Christmas meeting.

**4. Chair's Report:**

I would like to welcome you all to our November committee meeting.

I understand from Stewart that the October meeting went well, and that the speaker was interesting and well received.

There is not that much to report this month and I believe that we can safely dispense with a December committee meeting as we agreed at the last meeting. We can finalise arrangements for the December party at today's meeting, therefore.

AOB at last months Committee meeting included our initiatives regarding possible new groups and we can pick up on progress on this at today's meeting.

## 5. Vice Chair's Report:

Last month we held the Group Leader Lunch which unfortunately was only attended by about 30 people, half of whom were on the committee. Even so there was some good feedback which resulted in a number of issues discussed under AOB at the committee meeting which followed and has led us to revise the meeters and greeters arrangements.

The October monthly meeting was well attended once again, and included a large number of firemen (and women) on the community table. I thought that the speaker was very entertaining, speaking about London's water supply. He started the talk with a description of the construction of the New River locally which I think grabbed people's interest. Once again, most people stayed after the raffle to listen to him.

The new groups initiative fronted by Stewart Wagstaff did result in some limited interest which hopefully we can build on for the future.

## 6. Business Secretary's Report:

u3a mailings and web contacts circulated.

Isabel Hospice have expressed interest in the Community table via Lesley (Casson) who suggested they contact us via the website. Earliest would be January, but they are yet to get in touch.

In the absence of a performance from the Singing for Fun group, Lesley will bring her sound system to the main meeting to test if it can run through our Bose system, in readiness for the Christmas meeting should it be needed for CD's etc.

At the meeting Peter offered to check with the band members to see if they are available to play as the "warm up act" at the Christmas meeting.

**Action: PH to inform the committee if the band are available.**

## 7. Treasurer's report:

<u>Monetary Assets as at 14<sup>th</sup> November 2023</u>	
Main Account	£6,358.07
Groups Account (Restricted)	<u>£20,334.08</u>
	£26,692.15
Cash Floats:-	
Membership Secretary	£50.00
Books	£5.00
Cash in hand held by Groups	<u>£2,520.46</u>
	<u>£29,267.61</u>

I have now finished the accounts and have pre-audited copies for you all to see. We have finished the year with an excess of Receipts over Payments of £808.46, as well as retaining a minimum of six month's Branch expenses as a reserve - £6520.57 compared to £11977.61 expenditure, as per the National Office policy.

The group balances up until Tuesday are here as well and I'm glad to see that Walking Netball now has a credit balance of £52.84 due to the members having paid in their second month's subs.

Please bear with me for the Gift Aid and the Savings ideas.

There was then some discussion on placing some of the money in year-long bonds which are now paying around 5% interest. The committee agreed that Rob should investigate further.

Vanessa then raised the question as to why the group account was holding such a large amount as £20,000. Rob presented figures to show how this was broken down by groups: Coach trips and Theatre Group held large reserves since bookings needed to be paid for long in advance so a significant float was necessary. EL4 also had a large reserve due to additional take up on the last trip and this will be reflected in a reduced charge for future trips. Walking football, Keep fit and Badminton also hold large reserves. This provides a buffer for these groups who need to book outside venues for the activities, but GL's should monitor and if the balance becomes excessive consider benefiting group members in some way – eg subsidised Christmas meals or "free weeks".

## **8. Membership Secretary's Report:**

No report this month.

Andy reported that there were 282 members attending last months meeting

## **9. RUG Co-ordinator's Report:**

RUG coordinator could not attend. CL agreed to email Tony to confirm that 2 RUG's are needed for meeters and greeters at this months meeting.

## **10. Speaker Secretary's Report:**

The speaker for this month will be Peter Warne talking on "Finding Wildlife in Epping Forest". He will bring his own equipment, although on the day we will suggest that he use our system.

Mike Morandi is confirmed as the entertainer for the Christmas meeting. He will require access through the side door to bring his equipment into the hall. Sue will purchase an extra raffle book with plain white tickets for simplicity for the Christmas raffle. There will be 10 £50 vouchers as prizes split equally between Tesco and M&S. Only current members will be allowed to attend and only those attending are entitled to a raffle ticket.

Sue has sourced mince pies and stollen for the meeting: some mince pies donated by Tesco. It was agreed to give Lynn from Tesco's a bouquet of flowers as a thank you for her help (value around £10) and to give the LT staff a Christmas gift of chocolates and beer to the value of about £40.

**Action: CL will check with Jean to be consistent with previous years and then purchase**

### **11. Group Co-ordinator's Report:**

Frank reported that Pat Dixon had agreed to start a new group – Local History. This will be announced at the January meeting.

Frank also reported that only 5 groups are actually "full": card making, cribbage, almost loose women, sailing and singing for fun so there is actually still a lot of opportunity for new members. It was noted that the first two of these groups meet in peoples houses so the numbers are limited, sailing has a waiting list although new members could probably be accommodated and the singing group is looking at the possibility of a larger venue to allow more members to join.

SW then updated the meeting on the efforts to start other new groups.

In response to his email sent out through Beacon he had received a lot of responses, with the possibility of starting up to 20 new groups. These groups will be listed on sheets on a table at the November meeting and members encouraged to add their names to any that take their interest. Stewart suggested that we need a minimum interest of 6 members to make the group viable and if this criteria is met we will try to take the group forward. This was agreed by the committee.

Stewart will send out another email through Beacon next week, ahead of the meeting, to remind people.

### **12. Website co-ordinator's Report:**

Peter reported that the u3a websites are to be hosted on the Wordpress system and he has been in touch with Michael Wozlenski who is a web designer by trade and who has built the new website for Potter Bar. Michael is keen to help us, but at the moment Peter cannot dedicate the time for personal reasons

Michael is a long-time friend of Vanessa and Ray Lucas and it has been agreed that Vanessa will go over to see him with our laptop to get advice on how we can build a new site.

One issue that needs to be addressed is that our current site has all committee details open to the general public. Going forward we should consider having a members only area to restrict access to sensitive information. This is a solution that Potters Bar have implemented.

### **13. Programme Editor's Report:**

500 copies are again required this month, and 500 for the December issue. Cutoff date for copy for December is 5<sup>th</sup> December.

It was agreed that the reference for “Volunteers Needed” should be removed since Brian Peel has now agreed to shadow Rob as Treasurer.

**14. Events Co-ordinator’s Report:**

The layout for this month’s meeting will be the same as for October, no new issues.

The Christmas meeting layout will be the same as in previous years and as usual, no group tables.

**15. Any Other Business:**

No items.

**16. Main Monthly Meeting: 1.30pm on Thursday 23<sup>rd</sup> November 2023**

**17. Next Committee Meeting: 1.30pm on Thursday 18<sup>th</sup> January 2024**

*The meeting closed at 15.30.*