



**Minutes of Committee Meeting held at  
14:30 Friday 5<sup>th</sup> January 2024**

**PRESENT:**

Vivienne Fleet, Chair; Sue Ogilvie, Business secretary; Ian Mayfield, Treasurer and Membership Secretary; Susie Amodio, Group Convenor Coordinator; Jan Gordon, Committee Member, Stephen Hall Committee Member

**1. Apologies**

None

**2. Minutes of Last Meeting**

Accepted as a true record.

**3. Matters arising from Last Meetings**

**3.1.** Vivienne to check cost of minibus training with Lesley Leeson. **VF**

**3.2.** Sue to check access to the repository. **SO**

*I have identified my sign on and password, and instructions for accessing files from the repository.*

It was proposed that the Chair, Treasurer, and Business Secretary should all have access to the repository.

**3.3.** Vivienne will hold copies of all incident / accident reports.

**3.4.** The PAT test for the PC cable is still outstanding. Vivienne will check with Tom Burwood to see if he can help at the next Repair Café. **VF**

Other actions complete or addressed in following record.

**4. Social Events**

**4.1. Festive Quiz**

Another very successful event. We took £157 on the door, with Pete's expenses of £39 to be deducted from this. It was proposed to donate £50 to the Jubilee Hall. Ian will sort the payment with Christine Abbs. **IM**

Vivienne will let Paul Cramman about the donation. **VF**

**4.2. The next quiz**

We hope to organise another quiz around Easter which is at the end of March this year.

**5. Membership Update/Finances**

**5.1. Membership Update:**

We have 160 members, with another one or two in the pipeline.

We believe that Nigel Jenkins attended the recent Art Appreciation meeting, but he has not renewed his membership. Ian will contact the group leader to confirm that Nigel attended, and then follow up with Nigel regarding his membership. **IM**

**5.2. Membership Application Forms:**

The membership application form is to be revised. **IM**

We would like to capture details of members' next of kin and their contact details, it was agreed that we will include this in the relevant newsletter when we publish renewal reminders.

It was also agreed that we can accept membership from individuals who are between jobs, since they would not be in full time employment.

Group Co-ordinators will need to keep details of next of kin and their contacts.

### **5.3. New Members Meeting**

We plan to hold a meeting during the last week of April (suggested date was 29<sup>th</sup> April in the afternoon) for new members. It should include Group Co-ordinators and Committee members. Susie will co-ordinate this. **SA**

## **6. Treasurer's Report**

The Current Account has a balance of £4000.87.

The Events Account has a balance of £575.03.

The move to Lloyds is in progress. Once it is complete, we plan to merge the two accounts.

## **7. Special Interest Groups Groups Update**

A new book club 'The Border Readers' has been set up. Susie will contact David Willoughby to check how to get the name changed on the website. **SA**

Vivienne is setting up a board games group, which will meet twice a month.

### **Group Coordinators Meeting**

It is proposed to hold a coordinators meeting before the new members meeting in April.

## **8. Committee Administration**

### **8.1. Policy Documents:**

The Safeguarding document is ok to be added to the website. Sue to organise with David. **SO**

Ian will review and revise the Financial Policy Document

Sue will download and review the next two documents: Health and Safety, and Equality. **SO**

### **8.2. Document Retention**

We have accounts dating back to 2017

We have annual accounts back to 2014, which need to be added to the repository.  
(hard copies of all accounts to be held by the Treasurer)

### **8.3. Risk Assessments, and Incident and Accident Reporting**

Steve is working on the Risk Assessments for our groups. He is also reviewing the Incident Reporting process. **SH**

### **8.4. Constitution**

No further action on this at present, pending the expected re-issue of the model from the u3a later this year.

### **8.5. Trustees Declaration of Eligibility**

Each committee member to sign a copy. Sue O to forward to Charity Commission. **SO**

## **9. Communication and Publicity**

### **9.1. Publicity**

Thanks to Susie and George for their work in creating the poster.

Vivienne will approach Su and Jamie Atkinson to ask if they will help with publicity. Nb. They do not need to be on the committee. **VF**

*(Update – Su and Jamie cannot take this on, so we need to revisit this)*

### **9.2. Third Age Matters Magazine**

No changes to our circulation list for this edition.

### **9.3. Newsletter**

We have one member who does not use email (Dorothy Davidson) Sue will provide her with a printed copy. **SO**

### **9.4. Over the Bridges**

Susie and Vivienne to organise content for the next issue. **SA/VF**

## **10. Monthly Meetings**

All in hand for this year.

## **11. Wider u3a**

Liz Thackray (Chair of the Third Age Trust) is visiting our region in April. We will extend an invitation for her to attend our Creative Writing Group.

## **12. Date of Next Meeting**

23<sup>rd</sup> February 14:30 Queen's Head (Venue to be confirmed once booked)