



CRAWLEY

Minutes of Committee Meeting

23 JULY 2019

PRESENT: Maureen Wicks (Chair), Phil Light, (Hon Treasurer), Jean Elmer (Events Coordinator), David King (Membership Secretary), Isabel Baker (Groups Coordinator)

APOLOGIES: George Redgrave (Vice Chair), Anita Wright (Hon Secretary), Jan Morris (Communications Coordinator)

Minutes of Previous Meeting (25.06.2019) - agreed and signed

Matters Arising –

- 3iii – due to the high level of work involved this matter was deferred for action by new Committee (January 2020) with support from a working party to include experienced Group Leaders and Members **ACTION – New Committee**
- 4i – two temporary members have been added to Beacon in order for them to participate in the Summer Outing
- 5 – Treasurer will email draft end-of-year accounts for Committee members agreement before submitting to auditors **ACTION - Treasurer**
- 6iv – The poster appears to be dull (colour wise) when printed out. **ACTION – Communications Coordinator to discuss with Chair**
- 7i – GL Meeting Notes There are some corrections to be made but Groups Coordinator unable to access the document in its present form (PDF) **ACTION_ Secretary to forward minutes to Groups Coordinator as Word document**
- 7ii – All groups have been sent the proposed level of individual group funding documents
- 9 – first line should read “August” not July, second paragraph line 2, should read ... surplus but membership fees ...

Matters arising from Monthly Reports

- Groups Coordinator has visited Bridge Group to deal with concerns and reported that both Groups will be making an application for special consideration to pay by attendance only. The suggestion of purchasing chairs for the groups was not agreed at this stage but GL will be advised to make a funding application that includes

agreement from the Chair of Three Bridges Cricket Club **ACTION – Groups Coordinator to advise GL of Bridge 1**

- Discussions between Treasurer and GL of Mah Jong Group have resulted in the suggestion that members pay £1.50 per meeting with £1.30 going to the church and 20p to Crawley U3A. This is due to the particular relationship between the GL and the church **ACTION – Treasurer and Groups Coordinator to meet with GL of Mah Jong and secure a written hiring agreement from the church.**
- Advertising inside local buses could be effective **ACTION - Communications Coordinator to investigate possibility and price**
- SAE will be sent out with renewal and new membership forms **ACTION - Membership Secretary to interview three people who have expressed interest in taking over the role**
- RUGS will not be listed as a group on the group finance spreadsheet as the expenses are part of the Committee expenses
- Committee approved the Events Coordinator's draft of the tickets for the Christmas event. The ticket will be numbered and named, and the information listed on a master list.

On-Line Payment Authorisation –

- It was agreed that the information supplied by Treasurer prior to on-line authorisation is adequate and that copies of all paperwork submitted is not required. Committee members are encouraged to raise queries at any time. Trust in the Treasurer is essential for the efficient management of Crawley U3A finances

Urgent Payments

- GLs are to be encouraged to seek direct payment rather than cheques to venues where possible and Treasurer advised. Monies received should be banked a.s.a.p, not wait until all members to respond and Treasurer is to be advised when final payment is due. In an emergency and Treasurer is not responding, GLs should contact other Committee members as one will be holding a cheque book. **ACTION – Treasurer to advise all GLs of process and guidance**

Speed Dating

- Events Coordinator explained that this was to learn about our current members – their background, suggestions for improving Crawley U3A and new groups. **ACTION – Events Coordinator to provide a plan for coffee morning 27/09/2019**

Annual Report

- It was agreed that this year's report should be much smaller as most of the information can be circulated via the newsletter and magazine and does not need to

be reported. **ACTION** – Secretary to compile the report to include Chairman’s Report, audited accounts plus a short report from the Welfare Support Team and 2/3 relevant photos. Groups Coordinator to request report from Welfare Support Team

Red Cross Course

- Two-hour course is provided free of charge for 15 people to help avoid slips and falls for 65+ **ACTION** - Events Coordinator to book a course and place and advert in the September magazine

Funding Applications

- Applications were agreed for £32 each to be available for Book Groups 1&2 to cover the cost of borrowing books from WSCC
- £50 was agreed for the Allotment Group to provide for equipment to protect brassicas
- £200 was agreed for the new table tennis group for the purchase of a second-hand table, plus nets, balls and bats

ACTION – Groups Coordinator to advise GLs

AOB

- Committee agreed to provide Treasurer with £50 as petty cash to deal with small claims.
- Chair advised that she would not be available for the monthly meeting on 11 October. **ACTION** Vice Chair to note

The meeting closed at 18.10

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