

**MINUTES OF THE DUKERIES THIRD AGE GROUP COMMITTEE MEETING ON
MONDAY, 11TH OCTOBER 2021, BY ZOOM**

PRESENT:	
Leslye Henstock	Chair
Pam Hardwick	Group Secretary/Deputy Chair
Chris Neighbour	Treasurer
Ann Street	Co-ordinator of Guest Speakers Marketing, Advertising and Website
Nick Mason	IT and Zoom Advisor
John Harris	Newsletter Editor
Wendy Neighbour	Membership Manager
Christine Yates	Co-ordinator of Group Activities
Jane Young	Co-ordinator of Group Activities
Valerie Saunders	Minuting Secretary at meetings

1. INTRODUCTION

Leslye welcomed everyone to the Meeting and apologies were accepted from Marie.

There were no alterations to the minutes of the Committee Meeting on 6th September. Pam proposed that the minutes be accepted, Chris seconded and Leslye signed the minutes as correct.

OPEN DAY REVIEW

It was agreed by the Committee that the Du3a Open Day was very successful. Leslye commented that the hall looked splendid and gave a big vote of thanks to Ann for all the publicity work that she had done leading up to the event.

We increased our membership by around 25 per cent.

The Committee also agreed that the quiz in the evening (in a ventilated hall) was also great and the supper provided was excellent.

Wendy commented that the membership recruitment at the event was much more successful than envisaged and signing up new members takes quite some time. She suggested that when we have an Open Day in the future, more help would be required on the membership desk.

GUEST

We were joined at this point in the meeting by Nickie Anthony who is a Community Relations Officer with Newark and District Council. Her role is to support local communities in the Ollerton and Boughton area and help those communities to recover after the Covid crisis.

She said that there were funding opportunities through a Covid social recovery fund and also a Newark and Sherwood Community Lottery Fund which can help local groups to self-fund.

Nickie also said that she could help with recruitment of new members and give assistance at events.

2. SPENDING GRANT MONEY

Wendy has been more successful in obtaining grants than we had dared to expect. The total funding received so far is £1600.

See Appendix (on separate sheet) for details of the grants received.

There was a discussion concerning how this money is to be spent and the following are under consideration:

- £693.99 spent on a laptop for the Chairperson (October 2021)
- £131 on a printer, paper and inks. Mason/Ann to agree amount/purchase.
- £275 on advertising.
- £400 on a laptop/notebook for membership work. Mason already has one that can be purchased for £100. Wendy to ask if this is possible with her contact and to ask if we can use a further £300 for the purchase of a mobile phone, printing and advertising costs.
- £100 could be used for any items for Du3a. This could possibly be used for updating the Du3a website.

3. BRANDING, PUBLICITY, MARKETING

Ann had already sent details of advertising material such as flags and posters to the Committee. She said that she would like a permanent poster for Du3a to go under the Jubilee Hall sign which would require permission from the Jubilee Hall Committee.

Ann reported that she thought it would be a good idea to register our own domain and had been looking at site-building websites. Lesley commented that we would look at this again in 2022.

Ann mentioned that the Lions Group were having a Christmas evening in the run-up to Christmas and perhaps we could have a stall publicising Du3a at that event. The Committee agreed that this would be a good idea.

Ann will be attending the Publicity Meeting of North Notts Publicity Group on Friday, 15th October, and will report back at the next Committee Meeting.

Ann reported that she has printed out a copy of our constitution which will go on the notice board at Members' Meetings.

Speakers

Ann reported that she had booked speakers up to November 2022 and gave Chris an approximate figure for the costs. Some speakers required a fee and others a donation.

4. MEMBERSHIP UPDATE

Wendy reported that we have 24 new Full Members and 1 new Associate Member. All new members have been added to the membership list.

5. TREASURER'S REPORT AND FORECAST TO MARCH 2022

Chris had already sent out copies of the accounts for September to the Committee. The current account stands at £3305.44 and the Social Account £1101.07. There was also another £500 to come in from funding.

Leslye had asked for a forecast of spending up to the end of the financial year on 31st March 2022. Chris said that although the accounts are reasonably healthy, there will be a number of expenses up to 31st March including hire of the Jubilee Hall for Members' Meetings, fees or donations for speakers, sundries for the Members' Meetings (tea/coffee, biscuits etc) and Zoom subscriptions which will continue until the end of this year and then be reviewed. The approximate cost of these expenses would be in the region of £600.

6. FUTURE MEMBERS' MEETINGS AND CHRISTMAS

Leslye asked that members of the Committee meet at the Jubilee Hall at 12 noon on the 18th October to set up the hall for the meeting. Members will arrive from 1.0 pm. Jobs to be done are:

- Mason will set up the equipment for the speaker.
- Signage needs to be hammered into the ground at the entrance to the Jubilee Hall.
- Banners need to be put up (John, Christine and Jane).
- Three tables need to be set up in the main hall for the AllSorts Gardening Group, Air Ambulance and the Membership table.
- 3 further tables will be set up in the Bar area for the Treasurer, Sunday Lunch Club and Tuesday lunch club.
- Chairs will need to be put up in the main hall and survey notes put on the chairs.
- Doreen, May and Val will be on tea duty.

There will be an appeal to the membership for help with teas/coffees at Members' Meetings throughout the year.

The date for the Christmas Party will be 20th December.

7. ANY OTHER BUSINESS

There has been a problem over the use of the Du3a bunting made by Jane Young which Leslye was hoping to keep pristine by using it indoors only. One of our social groups asked permission to borrow the bunting for an outside event which was refused. This matter was discussed by the Committee and Jane has kindly offered to make more bunting which can be used outdoors and borrowed, if required, by social groups within Du3a.

It was pointed out by Ann that Easter Monday next year falls on the 18th April. This is the third Monday in the month which would normally be the Members' Meeting. The Members' Meeting will now be on the 11th April and the Committee Meeting on the 4th April.

It was also decided that the December Committee Meeting would be held on the 6th December in order to plan for the Christmas Party.

DATE OF THE NEXT COMMITTEE MEETING 8TH NOVEMBER 2021

APPENDIX – DU3A FUNDING RECEIVED

Dukeries U3A Funding Applications – 2021

Funding Received from the following:

The RTC Fund

Contact: Helen Britton
Amount Received: £500 (in DU3A bank account)
Purpose of Grant: Computer
Received: 20/6/2021
Must be used by: 20/6/2022
Evaluation: Evaluation form to be filled in when project finished.

Now agreed with Helen that they will pay £368.95 towards computer already purchased and remaining £131.01 can be used to purchase, printer, paper and inks. 5/10/21

Andy Oxnard

Amount Received: £100 (in DU3A bank account)
Purpose of Grant: Computer – possibly printer and inks (LH to speak to AO)
Received: August 2021
Must be used by: Not stipulated
Evaluation: Contact Andy Oxnard for details

Can be used to fund any item for Dukeries U3A, still to be decided on spend – 5/10/21

Community Engagement – Newark and Sherwood District Council

Contact: Andy Hardy
Amount Received: £500 – Proof of purchase must be shown and then money will be transferred to DU3A bank account.
Purpose of Grant: Computer - £400
Advertising - £100
Must be used by: Not Stipulated
Evaluation: Form to be completed when project finished

Still to be decided on spend – 5/10/21

TNL Community Funding – Project Ref: 20178695

Contact: Sophy Proctor/Laura Chambers
Amount Received: £500 (in DU3A bank account)
Purpose of Grant: Applied for £1,170 - Computer £770, Banners £100, Leaflets £100, Flyers £100. (so can be spent on either computer or advertising)

Must be used by: 30 November 2021

Stipulation: Cannot use this money for costs which have been funded by other means
(duplicate funding)

Evaluation: Follow up – evaluation form when project completed

**Now agreed with Laura Chambers that we can use £325.00 for computer already purchased and
£175.00 for advertising – 5/10/21 (Must be spent by 30 Nov 2021)**