

**Dulwich & District u3a: Minutes of the Trustees' Executive Committee (TEC) Meeting  
Thursday 9 November 2023, 10.15 am, at Rosebery Lodge**

1	<p><b>Present &amp; Apologies:</b>  <b>Present (10):</b> Tim Pagan (TP Chair), Christine Hensby (CH, Secretary), Ruth Colvin (RC, Treasurer), Neil Abrahams (NA), Julia Bairstow (JB), Karen Chessell (KC), Jane Coupe (JC), Sheila Northover (SN), Helen Robertson (HR), Anne Sharpley (AS),</p> <p><b>Apologies (2):</b> Keith Ball (KB)), Caroline Knapp (CK),  <b>Resignation:</b> Alistair Dey had sent his resignation from TEC to the Chair due to pressure of other commitments.</p>	
2	<p><b>Approval of Minutes of TEC meeting on 12 October 2023.</b>  The minutes were approved subject to minor amendments previously circulated.</p>	
3	<p><b>Matters Arising / Outstanding (not on the agenda):</b></p> <ul style="list-style-type: none"> <li>a) KC requires a new email address from David Beamish. Outstanding.</li> <li>b) RC to contact new Independent Examiner. Outstanding.</li> <li>c) Internet for Rosebery Lodge. No further information.</li> <li>d) Quote for lapel microphone. Outstanding.</li> <li>e) Parking restrictions affecting members. TP to write to Southwark and Lewisham. Outstanding.</li> <li>f) SiteWorks: David Beamish to review the SiteWorks T&amp;Cs. Outstanding</li> </ul>	<p>CH RC NA NA TP CH</p>
4	<p><b>Membership Report (JC)</b></p> <ul style="list-style-type: none"> <li>a) JC reported 18 new members last month. Current total 738.</li> <li>b) Draft of new Membership Form presented including 13-month payment for new members joining in March added.</li> <li>c) Several layout changes were suggested and provision for cheque payment to be included.</li> <li>d) JC mobile phone number to be deleted from our websites and public domains.</li> <li>e) New Members' Tea was held on 23 October. 29 invitations were sent with 10 new members attending. Tea held on 6 November had approx 20 new members attending.</li> </ul>	<p>JC/AS CH</p>
5	<p><b>Treasurer's Report (RC)</b>  <b>Bank A/cs:</b>  Lloyds deposit a/c: £19,610.57  Lloyds current a/c: £3,821.57  Petty cash: £50.00  <b>Total: £23,482.14</b></p> <p><b>Income in October 2023</b>  From member - £152.00  Lloyds Bank - £18.29  <b>Total: £170.29</b></p> <p><b>Expenditure in October 2023</b>  Domain renewal, 3 domains: £43.17. Table tennis facilities: £72.00.</p>	

	<p>Speaker Expenses: £17.60. Room Hire, 2 events HH Baptist: £240.00.  C Ghazaros, packs of cards for bridge: £11.97.  Annual fee for Zoom to 1/03/24, and postage to bank, R. Colvin: £155.93.  Room hire for table tennis: £72.00. Catering for convenors meeting: £78.95.  Tablecloths, C Knapp: £7.50.  <b>Total: £699.12</b></p> <p>a) RC has continued trying to resolve our Gift Aid account and claim on the GOV.UK website and will keep persevering.</p> <p>b) It had been agreed previously to take out a 1-year term deposit account and transfer £10,000 from the Lloyds deposit account. RC to obtain best Lloyds interest account currently available (possibly 3.6%).</p> <p>c) Following the guest speaker from The Samosa charity, it was agreed to make a donation of £50 to the charity as it has similar educational and diversity objectives as our own.</p> <p>d) My Charity commission account. RC to set up her account and update bank details.</p> <p>e) Charity Commission will require annual return by end of December.</p> <p>f) A member has been overpaying monthly and needs to be contacted to amend their standing order. SN agreed to do this.</p> <p>g) RC to write to all members who had paid their subscriptions into our old Barclays account to advise them of our new bank account details.</p>	<p>RC</p> <p>RC</p> <p>RC</p> <p>RC</p> <p>RC</p> <p>SN</p> <p>RC</p>
6	<p><b>Secretary's Report (CH)</b></p> <p>a) <b>PAT Testing:</b> Southwark has been asked for testing certificate and list of items tested. To be chased if no reply</p> <p>b) <b>Defibrillator:</b> CH to obtain additional information regarding costs, training, responsibilities, etc for next meeting.</p> <p>c) <b>Document Store:</b> Agreed that a folder for Role Descriptions be set up in the Document Store. Owner TP.</p> <p>d) <b>Folders:</b> It was agreed that AS would own the Policy folder in the Document Store and would upload the policies. Zoom and Events folders to be set up.</p> <p>e) <b>Asset Register:</b> Waiting for 15 replies. Once received an updated Asset Register to be uploaded to the folder of the Treasurer who would be the keeper. To be reviewed in 2 years.</p> <p>f) <b>AGM papers</b> and minutes for 2023 have been added to the Shared Documents folder on Google Drive.</p> <p>g) <b>Secretary role description:</b> CH had distributed and was agreed.</p> <p>h) <b>Treasurer's role description:</b> TP to work with RC on this.</p> <p>i) <b>A new password protected area on our website for members –</b> Decision required to set this up. DB is willing to set it up. TEC to decide content.</p>	<p>CH</p> <p>CH</p> <p>CH</p> <p>CH/AS</p> <p>CH/RC</p> <p>TP/RC</p> <p>ALL</p>
7	<p><b>Newsletter Report (CH)</b></p> <p>a) A letters column and dates for diary listings have been added to the content of the Newsletter.</p> <p>b) Awaiting an article from SCID on accessibility.</p>	
8	<p><b>Diversity and Inclusion including SCID Report (JB)</b></p> <p>a) JB had discussion with Croydon u3a Chair regarding their diversity programmes.</p> <p>b) JB attended Third Age Diversity training session with SN.</p>	

	<p>c) Recruitment: It was agreed that SCID would print A5 copies of the 'hands' advert for distribution with some photographs added.</p> <p>d) Recruitment: Discussion - Was there an opportunity for a full u3a recruitment campaign in March 2024 to coincide with our 10<sup>th</sup> anniversary? To discuss at next meeting.</p>	<p>JB</p> <p>ALL</p>
9	<p><b>Events Programme Report (SN)</b></p> <p>a) 8 Nov - Anwar Akhtar: Very interesting and articulate speaker.</p> <p>b) 2 Dec – Carnegie Fair. Leaflets to be photocopied of 'Hands' leaflet.</p> <p>c) 11 Dec – Quiz: All preparations in hand. Membership list required from JC. Roman &amp; Neil helping with audio/visuals.</p> <p>d) 16 Jan – Sam Taylor talk on Sydenham Hill Woods.</p> <p>e) 21 Feb - Edward Ochagavia talk on 'My Stalingrad Childhood'.</p> <p>f) Looking for additional members for the Events sub-committee. Advertise in newsletter.</p> <p>g) Need to co-ordinate advertising, social media, Eventbrite.</p> <p>h) Jenny Thomas has indicated that she will be giving up the Catering lead. To advertise in newsletter.</p> <p>i) Herne Hill Baptist Church will shortly only be available on Wednesdays. To look at alternatives, e.g. Christ Church, Barry Rd; Saint Faith's Church, Red Post Hill; St Barnabas Hall, Dulwich Village; Carnegie Library, Herne Hill.</p>	<p>JB/CK</p> <p>CH</p> <p>SN/NA</p> <p>CH</p> <p>SN</p>
10	<p><b>Interest Group Matters (HR &amp; CK)</b></p> <p>a) <b>Conveners' Handbook</b> – Prepared by David Beamish. Agreed print run of 150 A5. NA to obtain quotes for printing and liaise with David.</p> <p>b) <b>Directory:</b> The process of gathering details of groups will be started shortly.</p> <p>c) <b>New Groups:</b> Spanish Beginners and Italian Conversation starting shortly.</p>	<p>NA</p> <p>HR/CK</p>
11	<p><b>Insurance (TP)</b></p> <p>a) John Clements had asked about insurance cover for the Cycle Group. TP has sent him the National Office reply which he will circulate to the TEC.</p>	<p>TP</p>
12	<p><b>Festive Lunch (NA)</b></p> <p>Dulwich Golf Club. Awaiting final menu with allergy and special diet information. Details of ordering and paying will follow. Cost is £30 for 2 courses with the first drink funded by D&amp;D. AS will liaise with RC on payments. Helpers required on the day to guide members.</p>	<p>NA</p> <p>AS/RC</p> <p>ALL</p>
13	<p><b>Feedback from National &amp; London u3a (TP)</b></p> <p>TP reported back from u3a National Meeting. u3a CEO Sam Mauger talk included reference to: funding available for publicity events; collaboration with other similar organisations; London Parks; u3a Pilot Council; use of social media.</p>	
14	<p><b>Defibrillator:</b> See 6b</p>	
15	<p><b>Reserve Policy:</b> Our written policy aims at about 9 months reserves.</p>	
16	<p><b>Payment of Invoices and expenses:</b> RC stated that we aim to pay as promptly as possible.</p>	
17	<p><b>Secretary Role description:</b> See 6i</p>	
18	<p><b>SCID Leaflet:</b> See 8c</p>	
19	<p><b>Membership Application Form:</b> See 4b &amp; 4c</p>	

20	<p><b>Policies on website and updating</b></p> <p>a) Links on the website. David B. to remove them as some are overdue and some links are not working.</p> <p>b) Policies which need updating. AS to recommend next stage of updating all the policies for next meeting. Finance Policy likely to be the first to update.</p>	CH  AS
21	<p><b>Logos</b></p> <p>a) We currently use 3 logos for different occasions and documents. Discussion required about using the most appropriate one/s while maintaining the u3a recommended branding. Carry forward to next meeting.</p>	ALL
22	<p><b>AOB</b></p> <p>a) <b>Emergency Phone Number:</b> TP agreed that his home phone number could be used. Website to be updated by David B.</p> <p>b) <b>Digital Skills:</b> KB reported that the next 3 online sessions would be on Jan 10, Feb 14, March 20 from 3.30-5.00pm.</p> <p>c) <b>The lost rucksack</b> had been found in Court Lane intact. The new member was very pleased.</p>	CH
	The meeting closed at 12.20 p.m.	
	<p><b>Date of next meeting</b> 14 December 2023 at 10.15 a.m.</p>	