

**Dulwich & District u3a: Minutes of the Trustees' Executive Committee (TEC) Meeting**  
**Thursday 11 January 2024, 10.15 am, at Rosebery Lodge.**

1	<p><b>Attendance:</b>  <b>Present (9):</b> Tim Pagan (TP Chair), Christine Hensby (CH, Secretary), Ruth Colvin (RC, Treasurer), Neil Abrahams (NA), Keith Ball (KB), Karen Chessell (KC), Jane Coupe (JC), Sheila Northover (SN), Helen Robertson (HR).</p> <p><b>Apologies (3):</b> Julia Bairstow (JB), Anne Sharpley (AS), Caroline Knapp (CK).</p>	
2	<p><b>Approval of draft Minutes of TEC meeting of 14 December 2023.</b>  The minutes were approved subject to minor amendments.</p>	
3	<p><b>Matters Arising / Outstanding (not on the agenda):</b></p> <ul style="list-style-type: none"> <li>a) <b>Minutes of September, October, November</b> were now on the web site.</li> <li>b) <b>Lapel microphone:</b> NA had purchased and would test it out at the next open meeting.</li> <li>c) <b>Rosebery Lodge Internet:</b> Diana McInnes had received a note from Southwark Parks declining to install internet connectivity due to there being no lease agreement and their subsequent possible liability for repairs.</li> <li>d) 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 (outstanding).</li> </ul>	<p>NA</p> <p>RC</p>
4	<p><b>Membership Report (JC)</b></p> <ul style="list-style-type: none"> <li>a) JC reported 2 new members last month. Current total 748.</li> <li>b) <b>TAM magazine:</b> Ordering an extra 25 complimentary copies for new members who had joined since November. This was necessary due to the data company going into receivership.</li> <li>c) New Members' Tea November 6<sup>th</sup> had 15 new members.</li> </ul>	
5	<p><b>Treasurer's Report (RC)</b></p> <p><b>Bank A/cs:</b>  Lloyds deposit a/c: £19,655.00  Lloyds current a/c: £677.65  Petty cash: £50.00  <b>Total: £20,382.65</b></p> <p><b>Income in December 2023</b>  Festive Lunch £345  Membership - £10  Lloyds Bank - £22.38  Table Tennis - £216.00  <b>Total: £593.38</b></p> <p><b>Expenditure in December 2023</b>  Sydenham Golf Club - £2,210.00  St Barnabas: £192; Leaflets £7.50; Refund Lunch: £180; HH Babtist Church: £120;  TAM magazine: £1,979.34; Beacon balance: £87.06; C Knapp stamps /envelopes: £70.35; N Abrahams convenors' handbooks £142.49.  <b>Total: £4,988.74</b></p>	

	<p>RC also provided an income and expenditure report for 9 months to 31 December 2023 which showed a surplus of £2,754 compared with last year's full year deficit of -£637.</p> <p>a) <b>Resignation:</b> RC announced that she will be retiring as Treasurer at the AGM in May. KB intends standing for election as Treasurer at the AGM and in the meantime will assist RC with the Treasurer's duties. TP extended his thanks to RC for all the work she has done for us as Treasurer.</p> <p>b) <b>Auditor:</b> Alistair Milliken has agreed to audit our accounts.</p> <p>c) <b>Gift Aid</b> claim of £1994 for 2021/22. Barclays has said it may take up to 7 weeks to transfer it to our Lloyds account which HRMC had sent to the closed Barclay's account.</p> <p>d) <b>Card reader:</b> The Sum Up card reader is not working satisfactorily. RC to investigate the Lloyds version to replace it.</p> <p>e) <b>Storage of D&amp;D financial files:</b> It was agreed to purchase a 2-drawer lockable filing cabinet to be kept in Rosebery Lodge.</p> <p>f) <b>Petty Cash:</b> It was agreed that the £50 petty cash would be transferred into the current account as there was no requirement for petty cash.</p> <p>g) <b>Beacon:</b> KB to be given access to Beacon.</p> <p>h) <b>Handover:</b> RC, KB, AS to have a handover meeting. KB to be added as a signatory to the Lloyd account and agreed to take over storing the Treasurer's records.</p> <p>i) <b>Mailchimp:</b> It appears that Roman has been paying for this service. TP to discuss passing this over and reimbursing him.</p> <p>j) <b>Bill for National u3a</b> (Jenny Murphy) £2066.40 for TAM and Beacon has been paid.</p> <p>k) <b>Lloyds Fixed Term deposit account:</b> It is intended to transfer £10,000 from the Lloyds deposit account to this account when it is opened.</p> <p>l) <b>Member overpayment:</b> This has been sorted out.</p> <p>m) <b>Charity Commission:</b> AS reminder that the Annual Return to Charity Commission to be submitted by 31 January.</p> <p>n) <b>Gift Aid:</b> Gift Aid claim for 2022/23: AS to update Beacon transactions so that Gift Aid may be claimed for those who signed up retrospectively. Then the Gift Aid claim can be made.</p>	<p>RC</p> <p>TP</p> <p>RC</p> <p>AS</p> <p>RC/KB/AS</p> <p>TP</p> <p>RC</p> <p>RC</p> <p>RC/AS</p>
6	<p><b>Secretary's Report (CH)</b></p> <p>a) <b>Members' Area:</b> David Beamish to investigate the best way of creating a Members Area on the website with password/s.</p> <p>b) <b>E-mail addresses:</b> DB has been asked to transfer ownership of Events@ to SN, and SCID@ to JB, and New Members to KC.</p> <p>c) <b>Branding:</b> CH to investigate how to produce the 'flat 3' in DM Sans font.</p> <p>d) <b>PAT testing certificates:</b> Unlikely we are going to receive a response.</p> <p>e) <b>Defibrillator:</b> Not being pursued.</p>	<p>CH</p> <p>CH</p> <p>CH</p>
7	<p><b>Document Store:</b></p> <p>a) <b>Document Store:</b> Trustees were asked to try to upload a document to try out the system.</p>	<p>All</p>
8	<p><b>Rosebery Lodge address:</b> Some documents get posted to Rosebery e.g. from HMRC and Lloyds. Diana usually passes them to the appropriate person. Possible</p>	<p>RC</p>



	f) <b>Artificial Intelligence Group:</b> TP reported that there was now a national Subject Advisor who could be contacted if required. To be advertised in the Newsletter.	CH
14	<b>Policies (AS)</b> There are still a number of policies to be updated and put into the Policy folder. a) Complaints, Discipline, H&S, Conduct: AS to lift these from the national u3a site, for approval by TEC and then added to D&D website. b) Accessibility issues: Companions, Disabled access, Hearing, Vision, Dementia. SCID Group to update from the Convenors' Handbook. c) Financial. (Finance Sub-Committee)	AS  SCID/AS RC/KB/ AS
15 16 17 18	<b>Covered in reports above.</b> NA Report. (3b) (12b) 10 <sup>th</sup> Anniversary. (12a) Paying Speakers. (12c) AI Group. (13f)	
19	<b>Chair's Report</b> a) National Chair's visit. See 12g. b) Treasurer's role description had been agreed with RC. c) Diversity Policy: SCID have agreed to update the Diversity Policy and will do so in the next two months. d) Finance Policy: RC is aware of the need to update the Finance Policy e) London Region Meeting 19 January. TP will attend. f) London Region Chair Lunch. 26 February. TP unable to attend.	TP TP
20	<b>AOB:</b> NA suggested that the 'Activity Report' is updated and would be suitable for the 10 <sup>th</sup> Anniversary event. TEC took copies of the 2022 issue to consider.	All
	The meeting closed at 11.40am <b>Date of next meeting: Thursday 8<sup>th</sup> February at 10.00 for 10.15 a.m.</b>	