

**MINUTES OF EXE VALLEY U3A COMMITTEE MEETING HELD ON  
WEDNESDAY 3 JANUARY 2024 AT 9.30. AM AT THE OHSCC**

**Present :** M Turner (Chair), C Redhead (Secretary), P Sadler (Treasurer), K Huntley-Sadler, J Kelly, J Riddiford, D Lal, C Boote, A Bush

**Apologies:** J Jeffrey

The minutes of the last meeting were agreed as being a true record and signed by the chair.

**Matters Arising**

1. Mike has contacted our Auditor and she has agreed to again audit the accounts. Mike will ask Tricia to make contact with Paul so that they can meet up.
2. **Mike** has not yet enquired from the Cherith re the availability of their equipment for use but he will do so initially via his contact in the National Trust as they have used the equipment in the past. He will also ask him how the National Trust have received their invoices from Cherith as Paul has not yet received one.

**Chair's Report**

The committee discussed the fact that we had all received a scam e mail via the Exe Valley Website – this has now been deleted by all but it led to a discussion about the forming of a committee chat group and Anne will organise this via What's App. Carol will look into how we can set up a committee group on Beacon for ease of sending out minutes and other documents (if she is unable to do this we will ask Jo on her return).

**Secretary's Report**

1. Chris has received various e mails from National Office which she brought to the committee and there was nothing of note which needed discussion.
2. We are needing someone on the committee who can deputise for our Treasurer if and when he is unavailable.
3. Chris has various forms from Gail regarding the booking of the OHSCC for the year ahead. The charges are increasing by 5%. There is the option for the person who signs the forms to be a member of the OHSCC and therefore be a trustee and sit in at the AGM. This person will be **Chris**. **Deborah** will sign the form relating to the fire and emergency rules. **Chris** will hand all completed forms back to Gail.

**Treasurer's Report**

The balance at the bank is £3874.80, plus floats of £149.40 and unbalanced cash of £165. Paul has not yet had an invoice from Cherith as previously reported and this is being looked into by Mike.

**Nomination Forms**

The nomination forms for committee appointments should be made available in time for the monthly meeting on 17 January. **Carol** will print about six forms plus enough forms for each member of the committee. The final date for committee nominations is Tuesday 5 March. The financial reports need to be completed, audited by Tricia and brought to committee for approval before being circulated to members before the AGM. This could be at the

committee meeting on 6 March – in time for committee approval before circulating to members.

### **Membership Secretary's Report**

We have currently 222 members, 55 of these are still to renew. 5 have resigned, all for legitimate reasons and the 222 includes one new member.

### **Beacon**

Carol has signed up for a Training day but has not had any confirmation. She will e mail Jo to make enquiries about this.

### **Programme Organiser's Report**

All agreed that Tim's December presentation had been excellent.

The January speaker's final details have been confirmed and sent in for the Newsletter and Joan is in the process of contacting the February speaker.

### **IT/Publishing**

Carol has tried to update the trifold booklet but has problems co-ordinating the laptop with publisher. This is a work in progress.

**Chris** will ensure Eric is removed from the Website as a committee member.

Someone is needed in reserve to check the final security details before leaving Cherith each month and Anne volunteered to be this person.

### **Social Organiser's Report**

1. Anne handed over raffle ticket books to Paul
2. She gave Paul £174 from teas etc and has kept £45 in reserve for teas and events.
3. The new members coffee morning reminder has been sent out and we now have 7, possibly 9, new members coming plus the committee. Carol will bring a few printed copies of the January newsletter.
4. Anne asked if in the future we could still afford to make the December meeting a free meeting and it was agreed that we could if we have a speaker from within U3A. **This will be discussed towards the end of the year.**

### **Group Co-Ordinator's Report**

1. All risk assessments which are needed have now been handed in.
2. Karyl has had enquiries from members expressing an interest in the forming of a Chess group and Hand Bell Ringing Group. She will make more enquiries to see if there is a potential leader for either of these groups. An announcement will be made at the monthly meeting to see what interest there is and it was suggested that there could be a sign up sheet for members to put their names on if interested in either group. This can also be put in the newsletter if leaders can be found. **Karyl** will look on the National Website to find guidance on the setting up of a new group.
3. All Group Leaders need to ask their members if they have renewed their U3A subscriptions and send a list to her of the current members. These lists need to then be checked against the Beacon lists and amended accordingly so that Beacon agrees with the actual current lists.

4. Any group which hire a hall and incur expenses need to give their annual accounts in to Paul. Some group leaders have already done this.

### **Website**

**304 home hits, 102 newsletter making a total of 406.**

### **Newsletter**

**Chris** will make sure Eric is taken off the committee lists in the Newsletter.

**Joan** will send some photos of the December monthly meeting to Lynne.

**Mike** will compile a thank you to Eric for his time as Treasurer.

The new members coffee morning will again be mentioned – **Mike** to send this.

A request for new committee members will be put in – **Mike** to send this.

There being no other business the meeting was closed and a revised date of Wednesday 31 January was arranged for the next committee meeting.