



**Exmouth & District u3a  
V2 Minutes of Committee Meeting  
Held Tuesday 02 May 2023**

**Present**

Christine Chittock (Chair), Lyn Holmes, John Hunt, Alice Robson, Ann Newby

Non-Committee: Brenda Craig (Minutes)

Observers: Olivia Pyne, Liz Geach

**Apologies for Absence**

Stephen Rixon, Mike Turff (observer)

CC opened the meeting and welcomed Olivia Pyne and Liz Geach attending as observers.

**New Business Declared**

None

**Minutes of Committee Meeting held on 04 April 2023**

Agreed by all present as a true and accurate record.

CC thanked BC for helping out with the Minutes.

**Year End Financial Statement**

Following an in-depth discussion on the Year End Financial Statement, and proposals put forward, the following was agreed:

- The committee agreed unanimously that in the absence of Stephen Rixon, Treasurer, on holiday, there will be a delay in sending out the Financial Year End Accounts. These will now be sent out after being audited by a qualified Chartered Accountant acting as an independent examiner.
- The committee agreed unanimously that the Draft Year End Statement dated 14<sup>th</sup> April 2023, as prepared by Stephen Rixon, Treasurer, will not go out to the membership.
- The committee has noted that the Third Age Trust 'Frequently Asked Questions' states that an independent examiner can be a member of your u3a but not a committee member. Mark Hazell is not a u3a member.
- On behalf of CC as Chair, JH will send out a revised AGM reminder.
- It was acknowledged by the Committee that, although it is not a constitutional requirement for members to have sight of the statement, members should have the chance to ask questions.
- For audit purposes, a charity with an income over £25,000 must be audited.

**Finance and Signatories**

- CC stated that it was her preference that all items going out should have the signature of the Treasurer.
- LH is happy to be a signatory on both the Lloyds and HSBC accounts. This was unanimously agreed by the Committee. LH will continue to be one of the debit card holders.
- The temporary responsibility of banking funds by OS, due to difficulties moving money during the pandemic, should now be stopped and should revert to being the responsibility of the Treasurer.
- CC thanked OS for her work on this, over and above her membership responsibilities.

**Christmas Lunch 2023 – Financial arrangements**

The Committee agreed payment of a £10 non-refundable deposit for 80 people. If the date is cancelled by the hotel (The Belmont, Sidmouth), the hotel will alter the date.

### **AGM arrangements – 11 May 2023**

- Members will sign in on arrival in the hall. OS to coordinate.
- JH advised that no proxy forms had yet been received, although one member had contacted him with a verbal request, for which a form may be received for the AGM.
- JH to send members' apologies to CC before the AGM.
- Screen shots have been prepared by CC. The Accounts screen shot will be amended to reflect the above Financial Statement discussion. Ian Bateman has agreed to put all the screen shots on his laptop.
- BC, as Minutes Secretary, to record votes as follows: majority in favour of, against and abstentions.
- CC hopes to take photos of people doing presentations if time allows.
- The Trustees Report includes sincere thanks to all appropriate people.

### **Changeover Arrangements after AGM:**

- JH has completed a paper on this which he will pass on to Melanie and Alison for action, so that transitions can be undertaken in a timely manner.
  - LH has requested a revised email list from JH for groups.
  - LH has completed the annual return to TAT (Third Age Trust).
  - Trustees' details need to be updated for the Charities Commission.
  - Equipment@ email address to be amended. BC to contact member currently holding the projector for permission to use that member's email address.
- CC thanked everyone for their continuing hard work on the above.

### **Monthly Meeting Dates for 2024, in particular January & February**

- Following discussions held by AN with the Ocean, the Committee agreed that the January and February 2024 meetings should be held at the Ocean; screen and projector will be supplied. The cost is the same as that of the Pavilion and the Pavilion are unable to accommodate these two meetings. A £10 charge for technical support has been negotiated by AN with the Ocean.
- Before the March 2024 meeting, due to action being taken regarding asbestos at the Pavilion, the new committee will need to liaise with the Pavilion to ensure member safety.
- The Pavilion hire fee for 2024 will remain the same as for 2023.

### **Raffle Draw – 08 June 2023**

- CC agreed to draw the raffle at the request of the current Committee.
- CC stated that the money raised from the quilt raffle must be ring fenced in the accounts for accessibility. Further discussion needs to be undertaken regarding accessibility with the new committee.
- Following renewal of the raffle licence, CC is the current holder. CC has noted that the address stated on the licence is incorrect and has highlighted this to the relevant people.

### **Reports from Chair and Committee Members – main points**

#### **Chair**

The majority of items in the Chair's Report have been covered above. Further points:

- CC reiterated her extensive thanks to all committee members and volunteers for their hard work in supporting the Exmouth & District u3a and their members over the past year and to those mentioned in the Trustees Report.
- CC provided the Committee with a paper on Exmouth & District u3a's monthly meetings 2024.
- CC has advised the potential new committee of the forthcoming 40<sup>th</sup> AGM of the Third Age Trust on Wednesday 18 October 2023.
- CC would like to do an item for the TAT magazine regarding Exmouth & District u3a's 10<sup>th</sup> anniversary. The item would be shared before going out.

## **Membership**

Membership at 30 April 2023 was 1,000. New members continue to join and some previous members have re-joined. The numbers may drop slightly for the usual reasons - moving away, lack of time, lack of availability of groups – and a more definite number will be available for the next committee meeting.

## **Speakers**

A member is needed to host the speakers' address.

## **Groups**

Details given in the Newsletter are up to date.

New and possible new groups;

Boules: to be held at the Imperial on a Friday.

Ten pin bowling: a group organiser is needed for this to go forward.

## **New Members**

Sheila Clarkson continues to organise new member meetings. Thanks were given to Sheila for undertaking this, and also to LH, OS and AR for attending some new members' meetings to give extra support.

## **Social Committee**

- Christmas lunch has been booked for Wednesday 6<sup>th</sup> December 2023. The issue of transport to Sidmouth needs to be discussed, with the possible hire of a 60 seater coach and car share to allow inclusivity for those more vulnerable. For those who are unable to get to Sidmouth, the suggestion of a possible coffee morning locally needs discussion with the new committee. The cost of the lunch is still to be finalised.
- Members of the committee agreed that decorations at the Christmas lunch last year were fantastic, that the games at the tables were also appreciated and that the games should be done again this year.

CC thanked the Social Committee for all their hard work.

## **Newsletter and Technology**

- The May Newsletter has gone out. Receipt of copy for the June edition is 25<sup>th</sup> May.
- Rachel Cockell will be the new Newsletter Editor from the date of the AGM and will take over the Newsletter email address. She has been shadowing JH during April. Celia Jenkins will become Assistant Editor.
- Ian McLauchlin will be the Website Manager with JH deputising.
- No new members' Zoom presentations have been organised for the future.
- The Facebook group can be accessed independently. Members do not have to be a member of Facebook to access the information. There are currently 404 members of this Facebook group.
- The YouTube channel currently has 52 videos and had just under 5000 views since it was started just over two years ago.
- JH still had 100 u3a leaflets which he has passed on. Website details in the leaflets are still correct. LH has two boxes still.

CC again thanked committee members for all the work undertaken and JH in his report thanked all those who helped him directly.

## **Equipment Inventory**

- JH provided the committee with an updated list. JH has visited the container to meet SR and pass over some equipment and the secretary's archive papers and confirms that it is well organised and very secure. The new committee has been advised of the location of items.
- A second key for the container involves an additional cost; any additional fob is for the new committee to review and decide upon. At present SR has the only key and the Committee is unable to gain access to the storage while SR is away. The new committee may well want to review storage arrangements generally in the future.

## **AOB**

- LH asked JH about website developments.
  - U3a nationally are looking at a new website platform based on WordPress (which it calls SiteWorks), for u3as throughout the country, for when the current website arrangements cease. The new committee can either wait until the new website platform is rolled out nationally or develop its own Exmouth & District u3a website. Both options provide the opportunity to link with a much more intuitive URL website address which is our registered domain name - [exmouthu3a.org.uk](http://exmouthu3a.org.uk). There may well be a phased national u3a roll out and Exmouth & District u3a could perhaps be an early adopter. It has not yet been decided who will present this to the new committee. The transition is a work in progress.
  - JH is happy to be contacted for advice and support only.
- CC thanked JH for all his work on the website challenges.

CC closed the meeting by asking if the observers had any questions and then thanked all present for everything that they are doing and continue to do.

**Date of next Committee Meeting to be confirmed**