

MINUTES OF EXMOUTH AND DISTRICT U3A COMMITTEE MEETING: 26 MAY 2017

Present: Jan Harper Shea, Keith Phillips, David Gingell, Richard Morgan, Mary Solway, Alice Robson, Nigel Day

1. Apologies: Melanie Parker, Lyn Holmes

2. Trustees' declaration

This was signed by those present.

3. Committee roles

These were agreed. It was noted that Lyn would not be able to be full time as the publicity officer until her move to Exmouth probably in August.

A contact list for all Committee members to be circulated. **Action: Keith.** Keith has updated contact details for officers at the Third Age Trust and Richard agreed to check the requirements for the Charity Commissioners. **Action: Richard.**

4. Dates of monthly and Committee meetings

The Pavilion dates for 2018 were agreed. It was decided to have future Committee meetings at Albion Court on the Wednesday morning immediately before the monthly meeting at the Pavilion. **Action: Jan to confirm both.**

5. Minutes of meeting held on 21st April 2017

These were agreed without amendment and signed by the Chair.

6. Matters arising

The funding received from the Co-op under the Local Community Development Fund was raised. Jan to supply further information on any conditions for the next meeting. **Action: Jan**

7. Review of AGM

This seemed to go well. It was noted that it would not be possible to circulate the financial information before the AGM due to time constraints.

8. Reports

Reports (previously circulated) from Jan, Melanie, Nigel, Mary, Keith & David were noted, for filing with the minutes.

The following points were noted/raised:

- Jan will coordinate feedback on the Devon County show. **Action: Jan**

- Induction for Lyn to be arranged. **Action: Jan**
- There were 121 members plus 1 visitor and 6 new members at the AGM.
- There are now 695 paid-up members compared to 633 a year ago.
- New members' meeting will be on Monday 26th June. **Action: Nigel**
- The projected expenditure on the 5th anniversary is about £1500 with the final event, the boat trip, due to take place in June.

Jan also reported the following:

- the application for the Queen's award for voluntary service had not been successful.
- the anniversary tree in Phear Park has been badly damaged

9. Storage of Equipment

David, as the new Equipment Officer, agreed to look after the equipment on the understanding that there will be times when he is away for more than a week and other arrangements will need to be made. A handover and briefing on the equipment will be arranged. **Action: Keith and David**

10. Financial Delegation.

This should be reviewed annually although there is no particular urgency.
Action: Richard

11. Monthly Meetings

Mary's draft proposals for 2018 were agreed. A decision on the two charity presentation needs to be made. Information on previous charities to be supplied by Mary, and a summary of the responses from Members on suggested charities to be supplied by Jan. **Action: Mary and Jan**

It was noted that the annual dinner would take place after the meeting on January 18th.

12. Role specific email addresses

Nigel's report was discussed and it was agreed to proceed with function related real mailboxes which Nigel is willing to organise and set up. **Action: Nigel**

13. Next meeting: 10am Wednesday 14th June at Albion Court.

Signature:

Date: