



**Exmouth & District u3a  
Minutes of Committee Meeting  
Monday 8<sup>th</sup> January 2024, 13:30  
Palmer House, Fraser Road, EX8 4DH**

**Present**

Mike Turff (Chair), Olivia Pyne, Lyn Holmes, Olwen Smith, John Smith, Nigel Day, Brenda Craig (covering Minutes for Liz Geach)

**Apologies for Absence**

Liz Geach

**1. Welcome and Declarations of Conflict of Interests**

The Chair opened the meeting and welcomed everyone. No conflicts of interest.

**2. Minutes of Last Meeting**

The Minutes of the meeting held on 11 December 2023 were confirmed and approved.

**2.1 Matters Arising/Action List**

Item	Action
<ul style="list-style-type: none"><li>Search for new position holders. LH has a possible contact for publicity. Two new members indicated an interest in helping. ND to pass new member names to Bob Nicholls.</li></ul>	LH/ND
<ul style="list-style-type: none"><li>Need for a Monthly Meeting Manager. MT agreed to cover as part of Chair responsibilities.</li></ul>	MT
<ul style="list-style-type: none"><li>Decision on Committee member/Trustee numbers to be confirmed before 2024 AGM. LH to discuss possible committee membership with Alison Hazell. LH also to speak to Social Committee re having a representative on the Committee.</li></ul>	All/LH
<ul style="list-style-type: none"><li>A Deputy Treasurer and a non-committee Deputy Group Leader are needed.</li></ul>	OS LH/JS
<ul style="list-style-type: none"><li>A volunteer is needed for the New Members group</li></ul>	ND/JS
<ul style="list-style-type: none"><li>Ocean 'link up' table needed on Ocean top floor for Jan/Feb meetings. OP to confirm.</li></ul>	OP
<ul style="list-style-type: none"><li>First Aid Training Course. Two people interested. Ongoing with OP.</li></ul>	OP
<ul style="list-style-type: none"><li>Alison Hazel will not be attending further website steering meetings.</li></ul>	
<ul style="list-style-type: none"><li>Inventories equipment check. OS to ask for possible help from Keith Phillips.</li></ul>	OS
<ul style="list-style-type: none"><li>Policies update</li></ul>	Ongoing
<ul style="list-style-type: none"><li>OP to obtain a list of forthcoming speakers plus all contact details.</li></ul>	OP
<ul style="list-style-type: none"><li>Technical working party meeting. Ongoing.</li></ul>	ND/LH
<ul style="list-style-type: none"><li>Electronic access still required for bank. Ongoing with OS</li></ul>	OS

<ul style="list-style-type: none"> <li>• New website volunteers needed for editing/adding page to new website. Ongoing.</li> </ul>	ND/Others
<ul style="list-style-type: none"> <li>• Email accounts: which are still used/being paid for? LH to ask MP is she would take on email clean-up.</li> </ul>	LH

### 3. Website Update

- ND to make necessary changes to current new demo website prior to it being launched. **Action ND**
- Final documentation list is needed. **Action ND**
- An alternative to Paypal is being sought.

### 4. Finance Update

- A discussion took place on expenses/VAT and LED/Ocean operating as separate entities. LED has charity status.
- It was stated that the sound system and mike need to be used at the Ocean due to the acoustics. MT to speak to Jimi-Dean, Assistant Events Coordinator about the bookings and to ask if take-away teas and coffees can be brought in. MT also to check if lift is working. **Action MT**
- OS to get accounts in before end January 2024. **Action OS**

### 5. Fees for 2025/26:

- Full membership: Fees to remain the same
- Associate membership: Fees to remain at £8.50
- The need was acknowledged to encourage members to pay by Standing Order. ND to send info out to members re Standing Orders and also include a reminder with renewal letters. **Action ND**

### 6. Newsletter

- The March issue to be sent out as early as possible in March (or end February), to include a renewal reminder. LH to speak to Rachel Cockell to see if this is possible. **Action LH**
- 20 extra copies of the current newsletter are needed for the next monthly meeting. LH to ask Camilla to add these copies to those requested for postal issues. JS to give Camilla spare group lists. **Action LH/JS**

### 7. Reports from Committee Members

Reports were received and discussed for Accounts, Website & Membership and Groups.

- ND to put info on website re self-help groups. **Action ND**
- Although the focus will be on new groups, JS to send note to acknowledge the work of permanently full groups. **Action JS**
- JS will put a Groups bulletin out at the end of January. **Action JS**

### 8. Committee attendance to ensure quorum taking into account vacations

Discussed with relation to quorum and signing cheques.

### 9. Any Other Business

- Group leader/Groups general security and responsibilities were discussed.
- Another thank you tea/coffee or lunch to be arranged or boat trip.
- OS to contact previous committee for thank you lunch. **Action OS**
- Agreement given for OS to transfer money from HSBC to Lloyds.

### 10. Date of next Trustee Meeting

05 February 2024, 13:30 at Palmer House. The meeting closed at 15:20.