

## Minutes of the Committee Meeting

Held on 4th October 2022 2.00 p.m. at Christchurch, Clarendon Park Road

**Host & Chair:** Tony Davison (Chair)

**Present:** Margaret Potter (Membership Secretary); Bob Holness (Treasurer); Neil Taylor (Groups Coordinator); Sandra Barker (Hospitality & Wellbeing); Karen Closs (Newsletter); Sue Took; Angie Barnes; Phil Proud

**Apologies:** Henry Paulinski (Vice Chair); Keith Pyne (Speaker Finder); Bob Collins

### 1. Minutes

The following minutes were approved:

- 5<sup>th</sup> July Confidential (subject to agreed change)
- 12<sup>th</sup> July (subject to spelling error amendment)
- 12<sup>th</sup> August Confidential
- 30<sup>th</sup> August Confidential (subject to agreed amendment)
- 30<sup>th</sup> August

Margaret will change the watermark and reissue the minutes.

Sue will send the non-confidential minutes to the website.

**ACTION MARGARET**  
**ACTION SUE**

### 2. Matters Arising

Item 10, 30<sup>th</sup> August 2022 Minutes - Margaret had advised that she had not received any correspondence re Third Age Matters. She had asked Ros to check with TAT that they had the correct contact details for reminders. Neil advised that they had been sent to him and Margaret asked that he forward them to her.

**ACTION NEIL**

### 3. Chairs Report

#### Secretary

- Ros Devine has resigned as Secretary with effect from the end of September. A vote of thanks for her all of her hard work at the next monthly meeting was proposed by Tony, seconded by Neil and agreed unanimously. **ACTION TONY**
- Neil proposed and Angie seconded that Sue will be Acting Secretary (Co-opted) until the AGM in March and this was agreed unanimously. Sue will meeting with Ros on 7<sup>th</sup> October for a handover of responsibilities, passwords, paperwork and training. **ACTION SUE**
- Margaret has arranged with Irene for Ros to be removed from the committee generic email address, and this has been transferred to Sue. She will now arrange for her Beacon access to be removed and for Sue to be given Beacon access and the Secretary Email address. **ACTION MARGARET**
- Bob H will liaise with the bank to remove Ros as a signatory to the bank account as a matter of urgency and order a debit card for Tony. **ACTION BOB H**
- The Charity Commission Website is out of date. Ros needs to be removed as a Trustee, Bob C, Angie and Phil all need to be added. Sue and Ros to check will check with the Charity commission whether a co-opted officer can be added as the Secretary then change the contact details to Sue's and change the passwords. **ACTION SUE**
- There is still a query about the financial information for 2020 on the Charity Commission website. Bob H will investigate. **ACTION BOB H**
- The annual return will shortly be due for 2021 and Sue will liaise with Ros to collate the information. **ACTION SUE**
- TAT also needs to be informed that Ros has stepped down and that Sue is acting Secretary. **ACTION SUE**

- It was agreed that Karen will hold the key to Christchurch and Bob H will inform the church. **ACTION BOB H**
- Margaret will arrange for the website to be changed to show Sue as Acting Secretary and a vacancy. She will also update the contacts sheet and send it to the membership. **ACTION MARGARET**
- Emails regarding arrangements for Lunch Club and Theatre Group which Ros organises will, in future, be sent via the Secretary or Membership Secretary.
- Margaret has investigated the generic Gmail secretary address and its origin is still unknown (possibly Ros?). It is now defunct and Sue will liaise with Ros to ensure that this is deleted. **ACTION SUE**
- Bob H is the contact for Namesco which supports the generic email and he will check that Ros has been removed. **ACTION BOB H**

#### Laptops

- Ros had advised at the last meeting that she had removed the hard drive from the u3a computer following the scam and that this was to be destroyed by the County Council. Sue will check when she meets with her on Friday if this has been done and if not collect the laptop and/or hard drive from her. **ACTION SUE**
- New laptops previously agreed have still not been purchased. Neil will investigate where the Dell model is competitively priced and advise Bob H who will purchase with the debit card. **ACTION NEIL & BOB**

Confidential Matters - Were discussed and are on a separate minute.

#### 4. Secretary's Report

There was nothing to discuss other than the handover issues detailed above.

#### 5. Treasurer's Report

- The payment of £64.99 on the bank account has been identified as a payment taken by Amazon from the wrong card for ink purchased for personal use and has been refunded. Karen will ask Ros to remove the u3a debit card (which was stopped following the scam) from her Amazon account. **ACTION KAREN**
- Neil has an income and expenditure account for the 40<sup>th</sup> anniversary events which he will send to Bob H. **ACTION NEIL**
- Margaret will send the expenses reclaim sheet (T1) to all committee members. **ACTION MARGARET**
- The Cambridge trip covered its costs exactly including two members who joined especially to go on the trip.

#### 6. Membership Report

Current membership stands at 414.

#### 7. Groups Report

- Many new groups have been proposed.
- The 40<sup>th</sup> anniversary events were well received by all venues, which were left clean and tidy.
- Thanks to everyone involved in the arrangement and organisation of the three events and to members and groups who took part.

#### 8. Programme

There is concern that details of speakers booked for next year have not yet been received. Angie will ask Keith to update the committee as soon as possible. **ACTION ANGIE**  
Bob H will book the rooms at Christchurch for next year. **ACTION BOB H**

#### 9. Wellbeing

The cost of catering for the 40<sup>th</sup> events was £218.42 for the garden party and £245.49 for the evening making a total of £463.91. Sandra utilised £100.00 of coffee morning funds in hand leaving a total of £363.91.

## 10. AOB

Beacon Training – The current training sessions being offered are full. TAT is prioritising Site Administrator, Membership Secretary, Treasurer and Groups Co-ordinator are being prioritised for training. It was agreed that when more sessions become available Leicester u3a would give priority to those committee members coming new to roles.

Diaries – are currently out of stock. Once more are available we can do a bulk order bringing the cost down to a maximum of £3.50 plus postage & Packing. Margaret will emails members with replies to her. **ACTION MARGARET**

Live Well Walk – Margaret will email Dave as this may be of interest to his walking groups. **ACTION MARGARET**

Scams – Margaret will circulate warnings/information received about new scams to the membership without needing committee approval for each one. **ACTION MARGARET**

11. **Next Meeting** –25<sup>th</sup> October 2022 at 2pm

12. **Holiday Dates** These were checked and confirmed as:

Tony: 13<sup>th</sup> – 17<sup>th</sup> October 2022

Margaret:

Karen:

Bob C. 3<sup>rd</sup> – 10<sup>th</sup> October 2022

Sandra

Neil

Henry: 4<sup>th</sup> October – 12<sup>th</sup> October 2022

Keith:

Angie:

Sue: May need a break from 8<sup>th</sup> November, 10<sup>th</sup>-14<sup>th</sup> December

**The meeting closed at 4.05pm**