

Minutes of Committee Meeting
Held on 28th November 2023 at 2.00 p.m. at Christchurch, Clarendon Park Road

Host & Chair: Neil Taylor (Chair & Groups Coordinator)

Present: Neil Taylor (Chair & Groups Coordinator); Sue Took (Secretary); Angie Barnes (Membership Secretary); Bob Collins (Treasurer); Sandra Barker (Hospitality & Wellbeing); Dave Barnes (Systems Administrator & Assistant Groups Coordinator); Kay Thompson; Phil Proud.

Apologies: Karen Closs (Newsletter)

1. Minutes of the Committee Meeting on 24th October

- a. A discussion took place as to whether minor amendments to minutes can be made manually & signed; with the corrected version put on the website. This was proposed by Sue, seconded by Phil and agreed. It was noted that all amendments must be (individually) initialled by the Chair.
- b. Previous minutes were amended by the committee & signed at meeting by Neil. Sue will send them to Graham for website. **ACTION SUE**

2. Matters Arising (not on the agenda)

- a. None

3. Actions From Previous Minutes

- a. The asset register is still to be updated. **ACTION PHIL & BOB.**
- b. The finance policy is still to be agreed. This will be carried forward to the next committee meeting.
- c. The review of the visitor policy will be carried forward to the next committee meeting.

4. Chair's Report

- a. **Christmas** – Lunch next year is booked for the usual later date. Neil will send a letter to Taste about this year's Christmas Lunch thanking them for a lovely time but raising the issue of the fire alarm.
- b. **Christmas Party** – The December monthly meeting will have a Christmas Theme. A budget of £75 for food & £25 decorations was proposed by Neil, seconded by Bob and agreed unanimously.
- c. **Quiz** – Veronica Matthew has kindly offered to do her annual quiz, and this will take place at the January meeting.
- d. **Leicestershire & Rutland Network** - AGM will be held in March.
- e. **Third Age Trust AGM** – will take place in October and Neil will let the committee know details in due course.

5. Secretary's Report

- a. **Succession Planning** – Sue informed the committee that she will not be standing for re-election as Secretary at the AGM in March.
- b. **AGM** - Sue handed out envelopes to all committee members with the papers that will be sending to all members in February.
- c. **Email format** – some emails to committee@leicesteru3a.org.uk are going into spam folders. Dave advised that this is dependent on the recipients's ISP and all committee members were reminded to check their spam folders regularly. **ACTION ALL**

6. Treasurer's Report

- a. Angie has completed the bank mandate and taken her identification to Barclays. Bob will chase Barclays for her access. **ACTION BOB**
- b. Bob has now received the new u3a debit card.
- c. Bob will email Amazon again regarding the payment for the laptops. **ACTION BOB**
- d. Expense forms must be submitted to Bob, with receipts, in advance of 31st December to allow time for authorisation and payment before the end of 2023.

7. Newsletter

- a. Beauchamp college does not reopen after Christmas in time to produce a printed January newsletter. The Editors had suggested an email only version and this was agreed by all.

8. Membership Secretary's Report

- a. **Membership** - stands at 390 an increase of 2 new members since October.
- b. **Renewals** – There is a steady flow of renewals so far.

9. Group's Report

- a. There are 66 Groups. Dave has done the groups audit as far as possible but is still waiting for some convenors to reply. **ACTION NEIL & DAVE**
- b. Neil will organise a new group meeting in January. **ACTION NEIL**
- c. **Social History** – Social History is hoping to use the Cradock Arms. For the time being they have booked The Quaker Meeting House. Ros will let Dave or Neil know when confirmed.

10. Systems Administrator's Business

- a. **Siteworks Terms & Conditions** were presented and proposed by Dave. They were seconded by Bob & and agreed unanimously.
- b. **Microsoft Licences** – the licences on the new laptops are about to expire. A family version is available significantly cheaper than the total cost of purchasing separate licences. It covers up to 6 users with 5 devices each. Purchase was proposed by Dave, seconded by Bob, and agreed unanimously. **ACTION DAVE**

11. Programme

- a. The need for a sign to reserve a car parking space for the speaker at monthly meetings was discussed. The metal u3a sign can be used and Angie could make a laminated sign. **ACTION ANGIE**
- b. There is now no chain limiting access to the car park at Christchurch. Sue proposed that a note should go on any windscreen of cars not known to u3a.

12. Wellbeing & Hospitality Report

- a. Sandra invited new members to the coffee morning. As usual attendance was good.

13. AOB

- a. **PAT Testing** – Sue will investigate getting this done. **ACTION SUE**
- b. **Charity commission Return** – this has been completed and submitted by Sue but the contact email for the secretary remains incorrect. **ACTION SUE**

14. Holiday's

Sue: 14th – 31st January 2024

Bob:

Phil:

Angie & Dave:

Karen:

Neil:

Ros:

Sandra:

Kay:

15. Date & Time of next meeting - Tuesday 23rd January 2024 at 2pm – Sue sends her apologies as away.

Meeting closed at 4.08pm