

MINUTES

Committee Meeting Wednesday, 15th November, 2023

Present:

Stuart Kirkman (Chair)	Stephen Doyle	Irene Molyneux
Robert Baker	Marie Gornell	Janice Parr
Pat Bright	Sam Hoyle	Ted Southworth
Jane Clarke	Sue Jones	Kate Williams
Roger Darling	John Latham	

1. Apologies

No apologies for absence were received.

2. Minutes

The minutes from the September meeting were agreed as an accurate record.

3. Matters Arising

There were no matters arising.

4. Business Secretary's Report

- 4.1 Sam reported that he had received dates from Moyra regarding dvds and zoom times.
- 4.2 A comprehensive list of all activities available and a list of upcoming speakers is available in the newsletter.
- 4.3 40 voting slips were received via email regarding election of members to the committee; 6 of these were after the election date.

5. Treasurer's Items

- 5.1 All committee members are trustees and are therefore responsible for money. If anyone has any queries regarding this they should discuss them with the treasurer.
- 5.2 Roger went through the financial accounts which had been previously circulated to the committee.
- 5.3 Roger reported that extra money is available for any projects so suggestions welcome for discussion by the committee.
- 5.4 It was proposed and agreed that a card machine be purchased for use by the Membership Secretary. The Square machine would cost £178. New system for present card machine company would save approximately £200 per annum.

6. Fire Officer and Drills

- 6.1 Stuart circulated a list of instructions for fire duty officers to all members of the committee and went through the basic duties. A rota was circulated for members to put their names down for this task,
- 6.2 Robert is to be the Fire Officer.
- 6.3 Another fire drill will take place in the new year.

7. PAT Testing

- 7.1 PAT testing has to take place every two years.
- 7.2 In the New Year a request will be placed in the newsletter to ask if anyone has the official equipment required to undertake PAT testing.
- 7.3 A day will be announced in the newsletter when all equipment that requires testing should be brought to the hall.

8. New Dates for Group Leaders' and New Members' Lunches

- 8.1 The group leaders' lunch will take place on Wednesday, 24th January, 2024.
- 8.2 The new members' lunch will take place on Wednesday, 28th February, 2024. All new members from 1st December, 2022 will be invited. Carole will send out the invitations which will include the request to confirm attendance for catering purposes. Stuart will contact Carole regarding this.
- 8.3 Sandwiches and cakes will be ordered for both lunches (by Sue) and drinks will be made at the Village Hall. Two hours will be set aside for both lunches.

9. Reception

Stuart and Sue will meet with all those involved in the reception and report back to the committee in the New Year.

10. Any Other Business

- 10.1 **Freshers' Fayre:** A Freshers' Fayre is to be held on Saturday, 18th November, 2023 in the Village Hall. Stuart and Kay will have a table and represent the U3A.
- 10.2 **Christmas Cards:** Christmas cards have been printed and will be available for group leaders to collect from either Sam or Robert on the front table. This will be advertised in the newsetter.
- 10.3 **Primary School Visits:** Sue has organised the primary school children to sing on 13th and 20th December at 11am. Sue will purchase chocolates for the children.
- 10.4 **Urn:** Marie reported that there were repeated problems with the urn not working. Gurby is to be asked if this is likely to be replaced. It was agreed that Irene could purchase some fast boiling kettles.
- 10.5 **Christmas Lunch:** The committee Christmas lunch is to take place on Wednesday, 20th December at the Red Lion at 1.30. Menus were circulated and orders should be given to Marie.

10.6 **Stage Lights:** Stuart is to speak to Gurby about the problems with the stage lights and report back.

Date of next meeting: Wednesday, 20th December, 2023

J. Clarke