

## MINUTES

### Committee Meeting Wednesday, 17<sup>th</sup> April, 2024

**Present:**

Pat Bright	Stephen Doyle	Irene Molyneux
Jane Clarke	Marie Gornell	Janice Parr
Roger Darling	John Latham	Kate Williams

The meeting was chaired by Roger in Stuart's absence.

**1. Apologies**

Apologies for absence were received from Robert Baker, Sam Hoyle, Sue Jones, Stuart Kirkman and Ted Southworth.

**2. Minutes**

The minutes of the meeting held on Wednesday, 20<sup>th</sup> March, 2024 were agreed as an accurate record.

**3. Matters Arising**

- 3.1 It was agreed that discussion regarding the talk on inheritance tax be deferred to the next meeting.

**4. Business Secretary's Report**

Jane read out relevant details from an email forwarded by Sam. Jane to forward the email to Stephen for any action required.

**5. Treasurers's Items**

Roger previously circulated his figures to all committee members. He reported that we are comfortably in the black but will report back when the figures have been audited.

**6. Membership Forms**

Roger reported that membership forms should be retained for a period of five years; they can then be shredded. Jane will inform Carole.

**7. Policy Regarding Advertising Other Organisations**

Following discussion it was agreed that if we advertise any events run by other organisations that it must be emphasised that they are not U3A events.

**8. Public Liability Insurance for Speakers**

Roger read out information regarding public liability insurance for speakers which he had previously circulated to all committee members for information. Any speakers who are a member of any U3A cannot be paid a speaker's fee. Any expenses incurred should be agreed beforehand. All speakers must have public liability insurance. It was agreed that Pat will email all group leaders and inform them regarding the above; Roger will send Pat details.

**9. Problem Regarding "Missing" Password**

This matter has now been resolved. Stephen is due to undertake training on WordPress. Thanks were expressed to Stephen for all his work on this. It was agreed that an item should be included in the newsletter asking if anyone was willing to deputise for Stephen in the event of him being unavailable at any time. This would obviously necessitate the person being willing to undertake the necessary training.

**10. Any Other Business**

None.

**Date of next meeting: Wednesday, 15<sup>th</sup> May, 2024**

J. Clarke