

MINUTES OF PLYMPTON u3a
EXECUTIVE COMMITTEE MEETING
FRIDAY 8th September -2023 10.30am
AT ST MARYS' CHURCH HALL

Present:

Chair	Lesley Peat and Speaker Secretary
Vice-Chair	Sylvia Guthrig
Treasurer	Heather Lamble
Secretary	Rhiannon Prys-Owen
Membership Secretary	Rose Mitchelmore
Website	Rose Mitchelmore
Group Coordinator	Yvonne Bawden
Committee Member	Patsy Stidwill
Committee Member	Janet Hexter
Committee Member	Brian

1)Welcome. Lesley opened the meeting at 10.40a.m and no apologies were received.

2) Introduction to Committee Members for Janet Hexter. As Janet was not in attendance this item was not addressed.

3) Minutes of Committee meeting held on 14th July

The minutes of the Committee meeting held on Friday 14th July 2023 were approved and signed by the Chair.

4) Matters arising

All actions identified were completed.

5) Minutes of Special Committee Meeting held on 11th August

The minutes of the Special Committee Meeting held on 11th August were approved and signed by the Chair.

6) Matters arising

All actions identified were completed.

7. Roles and Responsibilities – review of JD's issued on 11th August and agreement on functions- approval and update of Committee Members' contact details.

a) Lesley spoke to a contact at National Office and referred to the U3A constitution to confirm that due process had been followed in nominating **Lesley Peat as Chair**

Sylvia Guthrig as Vice-Chair

Heather Lambie as Treasurer

Rhiannon Prys-Owen as Secretary.

Lesley distributed the following statement:

The Executive Committee may fill any vacancy arising amongst members or the non-Officer Executive Committee, until the following Annual General Meeting. Any such appointee must be a member of the U3A. A person so appointed who shall have full voting rights, may stand for appointment to a first full term at the meeting.

The Committee agreed that the members will be notified at the next General Meeting on 26th September and their approval confirmed.

b) Lesley asked the Committee members to update and confirm their contact details.

8) Key to St Marys Hall

Lesley had undergone a training session with the Hall Manager to familiarise herself with all the information relating to the Hall. Lesley is now the confirmed keyholder and will notify the Hall Manager if the key is held by another Committee member in her absence.

Heather requested that notice of the Committee meetings should be shown as 10.45am as the hall is booked from 10.30am and members arrive much earlier which may result in additional costs.

9) Treasurer. Heather revised the current Job Description of the Treasurer to reflect her role and responsibilities and distributed copies to the Committee Members.

The following financial report was presented.

Our Bank balance on 6 September was £5,654.07.

Income since 1 July totalled £218.50. £65 of this was July's General Meeting fees, and £153.50 membership fees.

Expenditure for July and August included £121.05 room hire, £77.25 for cards and gratuities for our members who had retired from Committee roles, and £40 speaker's fee. I can confirm that the Copyright Licence has been renewed at the cost of £64.20. Sundry other expenses amounted to £33.54, including £24 spent on stamps. You may have seen that First Class postage is increasing by 15p from 1 October, to £1.25, although Second Class will remain at 75p.

Can you please let me have any outstanding expenses claims at or before our General Meeting on 26th September, so they can be paid this Quarter.

I hope to let you have the half-year figures next month, together with projections for the remainder of the financial year. Can you please let me have details before the end of this month if you know of any one-off purchases of equipment which you think might be necessary, not only so that they can be included in my figures, but also so that we can discuss them at Committee.

I shall need to advise our Bank, Santander, of the changes to our Trustees. I will deal with this in more detail at our next meeting.

Heather notified the Committee Members of the following:

There are two new U3A contacts at Plymouth City Council, Carolyn and Sam; Scaffolding has been erected at Harewood House and should not restrict access to our meetings.

As Yvonne was unable to attend the last AGM, we need to confirm a time to acknowledge her valuable contribution to the U3A and purchase a gift, possibly a garden voucher. The Committee members agreed, and her contribution would be acknowledged at the next General Meeting.

Action: Heather to purchase gift for Yvonne.

10) Secretary There are two Secretarial Roles in the U3A, the Secretary and Minutes Secretary. As Minutes Secretary, Rhiannon is responsible for taking the minutes of Committee Meetings, AGM, Group Leaders Meetings and agreeing the agenda of meetings with the Chair.

The role of Secretary is much broader, and tasks are often shared by other Committee members. As there are 10 Committee Members it may be helpful, particularly for new members, to introduce the Committee and their roles at the next General Meeting.

Holding and sharing information and data is relevant for the Committee and access to and understanding of data protection legislation is important.

Action: Rhiannon to meet with Lesley to discuss role and partnership working.

11) Membership Secretary. There are currently 176 members and Rose had spent two mornings updating their membership details. A Calendar of activities and update of Committee nominations have been emailed to the membership. 11 hard copies have been posted to those members without emails.

12) Webmaster. Rose continually updates the webpage on new events and would encourage Groups and individuals to submit reports or items of interest for the website. The information could attract new members.

13) Groups Coordinator Linda suggested meeting with Yvonne to discuss the role and management of the Group Meetings. Rose offered to meet with Linda and arrange visits to various Groups as a means of introducing Linda in her new role. All the minutes and records of meetings are held in the cupboard in the hall at Harewood House.

Action: Rose to take Linda to various Group meetings and meet with Yvonne.

14) Speaker Coordinator. Lesley confirmed that all the speakers to the end of March 2024 have been confirmed and feedback to date on speakers has been very positive.

15) AOB

- There was a discussion about the Groups that we have and don't have. It is difficult to facilitate art groups as the resources need to be stored and located in an appropriate venue.

Action: Lesley attends an art group at The Rise and will discuss with her tutor how this group is facilitated.

- The Book Club has moved from The Rise and now meets at Chaplins.
- Patsy suggested that we could start a Chess or Games Group and ascertain level of interest at the next Group Leaders or General meeting.
- Sylvia also suggested possible Poetry or Writers Group.
- There was discussion on the possibility of a Music/Choir Group. This would need an experienced leader who may want to be paid which could be problematic.

Action: Linda to discuss with Group Leaders any ideas or suggestions they may have for new Groups.

- A Coffee Morning will be held at Harewood House on October 6th at 10.30am.
- St Marys Church Hall is not available on 1st December and we will need to keep the Christmas Committee Meeting on 8th December.
- The December General Meeting is on Tuesday 12th December
- Rose informed the Committee that Keith is in the process of producing a new inventory of the current equipment and with her help has cleared out the cupboard as there were lots of things listed but not used. The electrical equipment needs to be PAT tested.
Action: Rhiannon to locate PAT testers.
- Banner is considered dangerous, and it was agreed to stop using it and buy more bunting.
Action: Rose to order more bunting.
- As Janet has been unable to attend the Committee meetings Linda has agreed to contact her and arrange a meeting.

Date of next meeting: 13th October.