



Committee Meeting
30 Mountbatten Avenue, Spalding PE11 3TP.
Friday 14th April at 1pm

Present

- Christina Tyler- Chair
- Mel Gordon - Vice Chair and Web Administrator
- Beryl Brennan - Secretary
- Dawn Kent – Treasurer

Apologies

- Jane Davis – Group Coordinator
- Barbara Charity – Beacon Administrator
- Paul Berry – Speaker Finder
- Heather Girdlestone – Membership Secretary

In attendance

- Lorraine Lenton – Minute Secretary

No.	Item	Action
1	Apologies for Absence Noted	
2	Minutes of Last Meeting Agreed and signed.	
3	Matters Arising not on the agenda None	
4	<p>Chairman's Report – Items not on the agenda Full report circulated to all Committee prior to the meeting.</p> <ul style="list-style-type: none"> • I attended our Peer Support Group via Zoom on 10th March. • I attended a “Meet the Team” event for the Policy and Communications team via Zoom on 22nd March. <p>Team present were -</p> <ul style="list-style-type: none"> ○ Liz Drury - overall responsibility for Communications- internal and external ○ Nellie Mair Comms Officer ○ Julie Travers, Special Projects Officer ○ Elise, Press and PR Officer ○ Harriet, Policy Officer <p>General discussion covered various points.</p> <ul style="list-style-type: none"> • Attended ‘Let’s talk Tech’ Meeting via Zoom lead by Frank Bailey, National Support Lead for Beacon 29th March. <p>Additional updates</p> <ul style="list-style-type: none"> • Siteworks update – When available only current information will be transferred. • Attended Beacon Training – additional functions that may be useful included finance reporting. <p>A demonstration site is available, and Dawn will investigate. Mel will attend the next available session</p>	<p style="text-align: right;">DK/MG</p>

5	Treasurer's Report <ul style="list-style-type: none"> Accounts previously circulated discussed and agreed. 2023-24 budget forecast shows a break-even situation. Agreed that Mel Gordon to be added as a bank signatory. 	DK/MG
6	Groups-coordinators report – Previously circulated <ul style="list-style-type: none"> A seated exercise class is now running on Wednesday morning in Surfleet – Angela Dancer is group leader. Thank you to Mel for updating the Notice Board. A group meeting to be held in the next few weeks The Out and About group is due to start in the next few weeks. Thoughts on how to get members to read and engage with emails etc welcome. Suggested <ul style="list-style-type: none"> Email subject in bold capitals Read receipt. Bullet points Short Paragraphs 	JD JD
7	Speakers Report <ul style="list-style-type: none"> August Speaker Fee is £60 	
8	Any Other Business <ul style="list-style-type: none"> Coronation afternoon tea. <ul style="list-style-type: none"> Those setting up will arrive 12.30pm Currently 113 members have booked – Barbara is checking the emails and keeping a spreadsheet. Equipment to be taken - Extra Urn Gary will help with setting up audio equipment. Food will arrive at 12.45pm <p>Christina thanked Dawn, Barbara, and Beryl for the work they had done organising this event.</p> <ul style="list-style-type: none"> Printer – It was agreed that the cost of a new printer should be investigated and in place for Christina's handover to whoever may be the next Chair. This will probably be with HP and under contract again. New Members role change – Dawn is now dealing with the administration regarding new members and Heather will continue with the meet and greet and meetings. We now have 336 members 44 new members since August 2022 Members without emails – At the time of renewals and when new members join the cost of posting out information will be discussed. Christina will cost the printing, stationery and postage and they may be asked to pay the full cost or make a donation towards the cost if they are not on email. Chairs in Storeroom – Jane and Paul to be approached about removing the chairs from Surfleet Hall and storing them when not in use. 	DK/GK
9	Date of next meeting 10am on May 16 th at 30 Mountbatten Avenue, Spalding PE11 3TP.#	

Signed _____
 Christina Tyler Chair

Date _____ 16th May 2023 _____