

**Committee Meeting 30<sup>th</sup> October 2023**  
**held at**  
**12 Bowgate Gosberton PE11 4ND**

**Present**

- Rosemary McClements- Chair
- Mel Gordon - Vice Chair
- Sue Morris - Secretary
- Jane Davis – Group Coordinator
- Barbara Charity – Beacon Administrator
- Bernice Adcock – Speaker Finder

**Apologies**

- Dawn Kent – Treasurer
- Heather Girdlestone – Membership Secretary

**In attendance**

- Lorraine Lenton - Minute taker

No.	Item	Action
1	<b>Welcome and Introductions</b> Rosemary welcomed everyone and introduced herself as chair and new committee members.	
2	<b>Apologies for Absence</b> Noted	
3	<b>Minutes of Last Meeting</b> Approved by those who attended. Rosemary to take to previous chair for signature.	
4	<b>Matters Arising not on the agenda.</b> None	
5	<b>Trustee Code of Conduct</b> A copy of the code was given to each Trustee. Signatures will be required at the next meeting.	
6	<b>Chairs Report</b> Rosemary circulated her report prior to the meeting. Discussions held on:- <ul style="list-style-type: none"> <li>● TAT AGM <ul style="list-style-type: none"> <li>○ Digital Marketing</li> <li>○ Income</li> <li>○ Resolution on Overall Membership to be increased by 25% by 2028 - Agreed</li> <li>○ Resolution on changes to Regional Structure – Against</li> <li>○ Capitation fee may be up for increase in a couple of years – Agreed (this is now termed a subscription)</li> </ul> </li> <li>● Network Meeting for Chairs - notes circulated</li> </ul>	

	<ul style="list-style-type: none"> <li>○ U3A Festival in July 2024 will be held at York University. This will be an agenda item for January 2024</li> <li>● Chairs Forum (informal meeting) - notes to be circulated <ul style="list-style-type: none"> <li>○ Communication</li> <li>○ Subscriptions</li> </ul> </li> </ul> <p>Chair will be attending the Regional Meeting in Bourne next week. Committee Information has been updated on our website. Sue to check with previous Secretary that she is no longer receiving information.</p>	RM  RM SM
<b>7</b>	<b>Treasurers Report</b> Full report deferred to next meeting. Chair reported previous Committee has left a positive financial position with a workable surplus.	
<b>8</b>	<b>Group Co-ordinators Report</b> Jane shared her updated email address and advised full Report will be circulated later today. Discussions held on:- <ul style="list-style-type: none"> <li>● Chairs report for group leaders</li> <li>● First Aid training – 12 have signed up. Depending on final numbers Committee agreed to subsidise up to £200. Date to be confirmed and Venue likely to be Frazer Rooms</li> <li>● Painting group will start in the New Year. Possible Venue Surfleet Village Hall</li> <li>● Ukulele group has restarted.</li> <li>● French group currently on hold.</li> <li>● Various new groups being investigated for the new year.</li> <li>● 60's Dance on 17<sup>th</sup> November to be promoted at the Monthly Meeting to increase numbers. Mel will be on hand to sell tickets.</li> <li>● Photography groups 1 and 2 have now combined.</li> <li>● List of venues suitable for groups was circulated.</li> <li>● Group leaders will be reminded that non u3a members cannot join groups.</li> <li>● Group Leaders meeting in January will be held at Cley Hall in Spalding</li> </ul>	JD  JD      MG  JD JD/ RM
<b>9</b>	<b>Speaker Finder Report.</b> Speakers arranged for 2024 <ul style="list-style-type: none"> <li>● January - The Channel Isles under occupation</li> <li>● February - RSPB Wash Cruises</li> <li>● April – Grave Robbers</li> <li>● May – Inventor and Founder of a Neurological Aid</li> <li>● June – Spices and Medieval Society</li> </ul>	
<b>10</b>	<b>Moving Forward – What Works Well and What Doesn't</b> Discussions held on <ul style="list-style-type: none"> <li>● Organisation of Monthly Meeting <ul style="list-style-type: none"> <li>○ Keys collected at 12.30pm</li> <li>○ Signing up sheet at the monthly meeting for refreshment rota. Chair to inform organiser - Beryl Brennan.</li> <li>○ Chair will contact Hall caretaker to arrange for setting up and taking down chairs and tables.</li> <li>○ Arrangements will be made for monthly meetings if speakers had to cancel at the last minute.</li> <li>○ Welcome sashes to be worn by Trustees at monthly meetings.</li> </ul> </li> </ul>	RM  RM BA

	<ul style="list-style-type: none"> <li>● Publicity <ul style="list-style-type: none"> <li>○ Previous Chair to be contacted re offer to arrange local press and publicity.</li> </ul> </li> <li>● Website <ul style="list-style-type: none"> <li>○ Mel to meet with Sue's husband who has offered to manage the website.</li> </ul> </li> <li>● Transport for Members <ul style="list-style-type: none"> <li>○ Possible contacts Good Neighbours and Call Connect</li> </ul> </li> <li>● New members meetings <ul style="list-style-type: none"> <li>○ To be reviewed. Currently they are being encouraged to attend the friendship group to get to know some members</li> </ul> </li> </ul>	
<b>11</b>	<b>Printer</b> New HP printer to be ordered and contract for replacement inks to be continued. Current printer and inks to be collected by RM and passed to SM.	MG
	<b>Urn</b> Hall Urn will be tested at the next meeting. Jane to provide an alternative in case it doesn't work. Committee agreed to a new urn being purchased for the new year.	JD
<b>13</b>	<b>Christmas Meeting</b> <ul style="list-style-type: none"> <li>● Tables in squares and angled towards speaker.</li> <li>● Table coverings and decorations to be purchased.</li> <li>● Members will be asked to bring food for refreshment break plus, if possible, extra to be delivered to the food bank.</li> </ul>	
<b>14</b>	<b>Date of Next Meeting</b> 10am on 27 <sup>th</sup> November at 10 Mayfair Gardens Spalding	

Signed \_\_\_\_\_  
Rosemary McClements

Date \_\_\_\_\_