



Committee Meeting 27th November 2023
held at
10 Mayfair Drive Spalding

Present

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

Apologies

- Heather Girdlestone – Membership Secretary

In attendance

- Lorraine Lenton - Minute taker

No.	Item	Action
1	Apologies for Absence Noted	
2	Minutes of Last Meeting Approved for signature.	
3	Matters Arising not on the agenda. Printer is now working so purchase of new is deferred. New urn has been purchased.	
4	Trustee Code of Conduct All Trustee present signed.	
5	Policy Documents Reviewed and amended Finance and Privacy Policies, previously sent out to all Trustees, were approved for signature. It was agreed that they should be dated for review in 3 year's time subject to any legal changes. Other policies due for review will be presented for the next meeting. All policies rewritten using national u3a templates.	RC
6	Chairs report <ul style="list-style-type: none"> • SLNG meeting - only 4 out of 7 local u3a chairs attended. Discussions held on Third Age Structure. Current Regional Trustee John Lewis attended. • Article on monthly meeting sent to local press, news letter and website • Rosemary is seeking permission for the History of Spalding publication to be promoted via local press/TAM. 	RC

	<ul style="list-style-type: none"> • Our website information has been updated with TAT. Dawn will update Charities Commission website. • Our details are now available on Connect to Support Lincolnshire website. 	DK
7	Treasurers Report <ul style="list-style-type: none"> • Finance documents circulated prior to the meeting were discussed and agreed. • When running events that required a deposit members will be informed that refunds will only be made if the event is cancelled. • All Groups that keep cash relevant to their meetings are keeping the treasurer informed. • Treasurer still waiting for the mandate to be updated by the bank. This will be chased again to those waiting for payment can be reimbursed. • Issue of Spalding and national u3a insurance cover – MG and Kevin Miller to investigate if unnecessary duplication. 	DK MG
8	Speaker Finder report <ul style="list-style-type: none"> • January – July 2024 speakers have all been confirmed. Jane will send out the details with her group coordinator report. • Discussion held on the RSPB Wash Cruise and an August 2024 date was agreed. • A Quiz has been produced for last minute speaker cancellations. Paper and pens to be purchased and kept at the hall. 	JD SM
9	Group Co-ordinators report <ul style="list-style-type: none"> • Parler Français: French conversation group is being held in the Fraser rooms Surfleet. • 13 members attended the First Aid Course. Certificates will be presented at the Monthly meeting as appropriate. • The Art Group with a possible 55 members will be meeting next Monday to work out how best to take this group forwards in two sections. • The Sunday Lunch Group will have its first meeting in January 2024 for 25 possible members. Jane to organise this with a view that 2 or 3 people take over arranging all future meetings. • The Friendship group is not changing and continues to run well. • Members had been asked if anyone would be on their own for Xmas lunch. Everyone seems to be ok and thanked those who have offered to include them. • The u3a Ukelele and Tai Chi groups are up and running. The Ukulele group have found a volunteer “tutor” and the attendance of non u3a members at the Tai Chi group will be monitored going forwards. Venue needs to be sorted out regarding the Chess Group Committee members were able to offer suggestions – Tonic 44 available on Wednesday mornings. 	JD
10	Group Leaders meeting. <ul style="list-style-type: none"> • A Group Leaders meeting will be held on January 15th at Cley Hall Hotel in Spalding, 1.45 for 2 pm. Refreshments will be provided. • Agenda will be discussed after Christmas. • Discussions on ICE cards for members – Mel to produce using u3a logo and Publisher and First Aid kits for group leaders and risk assessments to be an agenda item for the group leaders’ meeting. 	RM/JD MG
11	Amalgamation of Social Committee and Out and About Group.	

	<p>This is going ahead, and it was felt that more members would be needed on the Committee. Bernice agreed to join the Committee and other names were put forward. Mel will organise a committee meeting.</p> <p>A quiz will be organised for January/February</p>	MG
12	<p>Membership Matters</p> <ul style="list-style-type: none"> a) Membership code to be updated and approved. It will be given to New Members as they join and to established members when they renew. b) Membership form to be updated to include permission to use photographs. Forms currently being kept to be shredded in line with GDPR c) Welcome pack to be revisited and contents agreed. d) Lapsed or resigned members have been noted on Beacon but cannot be removed. This is a system procedure and they will 'disappear' eventually. e) As of November, 22 members informed u3a that not renewing and a further 18 had not renewed by 7th September. Treasurer reported that the number of lapsed members in line with number in past couple of years. 	RM HG
13	<p>Publicity</p> <ul style="list-style-type: none"> a) Website is up to date. Mel has agreed to cover when Wayne is not available. b) Jane and Frank are monitoring the members only Facebook pages. 84 members are currently registered on it. c) No discussion on the items. 	
13	<p>December Meeting</p> <ul style="list-style-type: none"> • Mel is organising the Christmas Music • Only the sound system is needed. • Carol sheet will be available for members. • Notice Boards will be in front of the bar. • Beryl is now organising the refreshments and 3 people will be helping. • Members will be asked to bring food for refreshment break plus, if possible, extra to be unopened and delivered to the food bank. • A gift up to the value of £15 will be made available to the person helping with the tables and chairs. • Tables with seating for 100 will be set up. • Chairs will not be removed before 3.40pm. 	
14	<p>Date of Next Meeting 10am on 18th January 2024 at 10 Mayfair Drive Spalding PE11 2UG (venue to be confirmed)</p>	

Signed _____
Rosemary McClements

Date _____