

**SUDBURY GROUP OF THE THIRD AGE TRUST**  
**Minutes of the Executive Committee meeting**  
**Tuesday 9<sup>th</sup> April 2019**

Present: Anita Floodgate, Chairman  
Janet Cruttenden, Secretary  
Brian Hemmings, Webmaster  
Committee Members:

Brian Orton, Treasurer  
Jennie Leech, Groups Co-ordinator  
Nicola Godwin, John Freeborn, Deanna Hoile,  
Richard Thomas

In attendance: Sue Campbell

1) Apologies for Absence: Colette Bentley, Michael Hughes, Jean White

2) Minutes of the meeting held on 12 February 2019

The minutes were adopted and signed by the Chairman as a correct record of the meeting.

3) Matters Arising

4 New members April 2018>March 2019 – JF b/f for June meeting

11 Deputy Editor raised at AGM – ACTIONED AF

12 & 13 Removed from April Agenda and going forward

15 AGM set up help – ACTIONED ALL

16 Invite to Tricia Drawbridge to pipe-in Mayor – ACTIONED AF

17 Collection of items required for Sudbury on Show - ACTIONED JC

18 Updating Asset register – ACTIONED JC

Memory sticks held – 2 held by JC

4) Chairman's Report

Previously circulated. Anita briefly ran through her report. The AGM at St Peters had been a great success and requests had been made to use this facility as our main venue. This was not possible as it stands, but Anita will enquire whether it can be booked for our November meeting. At the same time, she will find out details for securing a Xmas Tree at this annual event. **ACTION: AF**

Anita will contact the Rugby Club to ensure that an occasional use of St Peters does not affect our contract with them. **ACTION: AF**

Gill Holt is no longer able to continue with the fulfilment of Su3an. **The Treasurer agreed to a thank you gift for Gill's services.** Rod has confirmed that he is happy to continue arranging the distribution of those Su3ans not collected at the monthly meeting. Members will again be asked to have their copy of Su3an by e-mail rather than a printed version. Anita will approach Diane Stone and her husband to see if they would be willing to take on the fulfilment role. In the interim Dee and Nicola will undertake this task. **ACTION: AF**

The Steward at the Sudbury Institute has passed Anita a list of groups using the facility. All group members to take membership of the Institute and any refreshments to be purchased from the Institute. Anita passed the list to Jennie who will confirm with the group leaders that everyone is, or will become, a club member and no personal drinks to be taken to the venue. **ACTION: JL**

Anita asked the committee to consider the best way to focus on Social Prescribing. After discussion it was agreed to produce an A5 flyer to be placed in libraries, town hall, doctors' surgeries, etc and that a letter be sent to local practice managers asking if the flyer, together with a copy of the latest edition of Su3an, could be displayed. Anita to send the letter and Brian H offered to draft the flyer. Once the draft flyer was approved a price for this and possibly an A4 poster to be obtained from Indigo Ross. **ACTION: AF/BH**

It was agreed that a Press Officer was needed to ensure future events and reports of past events reached the press and as wide as possible audience. Anita will approach members of RUG and the three members who write up the speakers' talk for this role. **ACTION:AF**

5) Treasurer's Report

Previously circulated. There were no matters arising from the accounts. Brian commented on the problems with the amplifier system at the March meeting. It was agreed that a new amplifier system should be investigated, and Janet undertook to ask Ian to action this. **ACTION: JC**

There had also been a problem with light on the screen. The Rugby Club charge £50 to hang a screen at the windows. This was considered high, as the venue charge was only £50. Anita to contact Ruth to see whether the Club were prepared to negotiate on this figure. **ACTION: AF**

Brian commented that the recent Beacon Newsletter was extremely positive. We are still in a position to action Beacon when the time was right.

6) Secretary's Report

Previously circulated. Various papers were handed out as mentioned in the report.

7) Speakers' Secretary Report

Anita reported that Colette had advised her that Joan Garner would thank the April speaker and Mike Marsh Mays.

8) Group Coordinator's Report

Previously circulated. Jennie said she was seeing where we are now and will then meet with her two helpers. At a later stage she will give thought as to whether a Group Leaders workshop which would be both informative and social is to be held this year. Brian O and Sue said that it was important that Group Leaders have contact with one another. Jennie asked if she could have e-mail addresses for the committee. Janet to send committee e-mail details to all. **ACTION: JC**

9) Membership Secretary's Report

Previously circulated. Discussion took place on member's ICE numbers and where they should be held and who should have access. At present, when given, they were held on the membership database. Group Leaders should hold ICE details for their members and Jennie suggested they could be passed to John. John was asked to place ICE details on the print-out used at the monthly meeting. Richard said that as Trustees we need to secure ICE data and he and Brian will investigate whether this information could be held in a Drop Box and report back. Once a secure location had been found for this data access will be available to the Chairman, Vice Chairman and Membership Secretary. **ACTION: JF/BO/RT/JL**

10) Webmaster's Report

Brian handed out the website hit list sheet. He had had a busy time with additions but nothing out of the ordinary. Brian asked that the committee did not bcc e-mails when sending to all committee members. Jennie has updated the previous Group Leaders list to include venues. She will mail to Brian and Anita. **ACTION: JL**

Brian had continued to have problems with the Projector Booking Calendar and confirmed that Google had removed this facility. No further action to be taken.

11) Communication

Jean was unable to attend due to prior a prior engagement. Jean now had a Deputy Editor – Keith Nuttall whom she was in contact with.

12) Network Matters

The next meeting will be held in May at a venue in Hadleigh. Anita and Richard will attend. Anita asked to be advised should any other committee member wish to go. **ACTION: ALL**

