

**SUDBURY GROUP OF THE THIRD AGE TRUST**  
**Minutes of the Executive Committee meeting**  
**Tuesday 14<sup>th</sup> August 2018**

Present: Anita Floodgate, Chairman  
Janet Cruttenden, Secretary  
Colette Bentley, Speakers' Secretary  
Jennie Leech, Assistant Groups Co-ordinator  
Committee Members:

Brian Orton, Treasurer  
John Freeborn, Membership Secretary  
Lyn Gray, Groups Co-ordinator  
Brian Hemmings, Webmaster  
Deanna Hoile, Nicola Godwin

In attendance: Richard Thomas

- 1) Apologies for Absence: Jean White
- 2) Minutes of the meeting held on 12 June 2018  
The minutes were adopted and signed by the Chairman as a correct record of the meeting.
- 3) Matters Arising
  - 14 from April minutes - Reduction of Reserves. GoStart transport service to Rugby Club. Mention to be made at the next Speakers meeting and in the Chairman's message of Su3an. **ACTION: AF**
  - 4 Comparative quotes against Indigo Ross for printing Su3an and obtaining direct mail quotes. Indigo Ross quote in, waiting for second quote.  
Discussion took place on newsletter format – should it be down-graded in colour and size bearing in mind that if a printer was asked to provide complete fulfillment then postage costs would rise. **To be discussed again when second quote received.**
  - 5 Light weight projector - Simple instructions to be placed with machine - **Ian**. **Lyn** will ask Niall if he is happy to hold.
  - 7 Martin Barrett will thank September speaker.
  - 8 Note in Su3an relating to a new Carpet Bowls group. Activity morning details to be mailed to Group Leaders and placed on website – covered in Lyn's report.  
Suffolk Day details to be placed on website – Actioned.
  - 9 Committee's approach to members who had not renewed – covered in John's report.
  - 16 3<sup>rd</sup> Age Trust Strategic Plan Questionnaire – Actioned.
- 4) Chairman's Report  
Previously circulated. There were no points arising from the report.
- 5) Treasurer's Report  
Previously circulated. Brian pointed out that postage had overspent on budget, mainly in the area of sending out the membership card. He was still awaiting an invoice for 6 months Rugby Club hire. It was noted that the audited accounts should be placed on the website and this will be actioned following the 2019 AGM. **ACTION: JC**  
Invoice for copies of TAM to members for current year will be received during 2019. It was confirmed that new members received a copy for the first year of membership. Group Leaders should also receive a copy. John to ensure members stop receiving TAM after a year unless a Group Leader or on the Committee. New members to receive TAM. Lyn to advise John of new Group Leaders. **ACTION: JF, LG**

Brian ran through the Financial Report on the meeting he and Anita had attended. From the meeting Sudbury was doing well relating to its finances and reporting. However, it was noted that where Gift Aid is made on the annual subscription Xmas parties or other benefits should not come out of Group or central funds. A note will be sent to Group Leaders to this effect co-signed by Brian and Anita.

**ACTION: BO, AF**

The committee's decision to provide mulled wine and nibbles at the November meeting will not be possible under Charity Commission rules.

Reduced Fees - Sudbury had 4 members who pay a reduced fee because they also have membership with another U3A. National consider it a dangerous practice to have reduced fees because £3.50 of the membership fee is insurance cover. In future we will ascertain whether a member also has membership with another U3A and require them to pay £3.50 to ensure they have insurance cover. Anita to contact the 4 members to confirm they also belong to another U3A and John to point out to them that we will no longer be able to offer a reduced fee.

**ACTION: AF, JF**

Brian mentioned cover held under insurance licences. Anita confirmed she still has to speak to Ruth regarding cover for items held at the Rugby Club.

**ACTION: AF**

Group Leaders need a reminder that they need to do a Risk Assessment and details of this is covered on the website under the Groups header.

**ACTION: LG**

6) Secretary's Report

Previously circulated. The secretary was asked to obtain copies for the committee of the 'Learning not Lonely' document.

**ACTION: JC**

7) Speakers' Secretary Report

Colette said that the Speaker's sub-committee will start organising the 2019/20 programme in September. Members had asked that slightly more detail on the speaker and their topic was published than at present. A note confirming that speakers agreed to have their data shared with other organisations was to be included on the acceptance to speak letter and they would sign their agreed on the payment receipt book.

**ACTION: CB**

8) Group Coordinator's Report

Previously circulated. Lyn briefly ran through her report. The Activity Morning attendance had been poor the previous week, but the sub-committee felt this event should continue into the winter months. A problem was that at present we were unable to store items at St Peters, but she hoped this could be overcome. Lyn asked the committee to support continuing the twice monthly Activity Morning.

**The Committee agreed to support this event for a further 3 months.**

Lyn mentioned training as a trainer for little workshops in the community. Anita will include this in her Chairman's message in Su3an.

**ACTION: AF**

Anita commented that Lyn had requested each U3A should submit 5 success stories at the next Network meeting; Lyn said this was now revised to 3, due to time available on the day, and immediately 3 were mentioned:- Coffee morning, Activity morning and Group Leaders Workshop.

9) Membership Secretary's Report

Previously circulated. John confirmed the latest figures since circulating his report as 782 members of whom 742 have paid which is 35 down on last year, although he expects about 10 or so more to renew from the committee's telephone exercise. The committee authorised John to remove all non-paid up members at the end of August.

**ACTION: JF**

It was suggested that prior to membership renewal all members be reminded, either by e-mail or letter.

**ACTION: B/F Feb 2019**

Su3an – The committee noted the points John had raised in his report. Lyn talked about when the committee should receive their copy. It was agreed that ideally this should be 3 days before members, so that they had time to read it thoroughly to be able to answer any questions that may arise from articles placed in Su3an or note any errors. John will send to Brian who would ensure that the committee received it prior to placing it on the website on the 4<sup>th</sup> Monday before Tuesday's Speakers meeting. **ACTION: JF, BH**

10) Webmaster's Report

Previously circulated. The committee read with interest the website 'hits' spreadsheet. Brian said he was constantly looking at the website with a child's eye to ensure that everything was as simple as possible for users. He said that the website had Su3ans going back many years and should these be culled.

**The committee agreed that numbers should be reduced and only go back for 7 years. ACTION: BH**

11) Communication

Jean was not present at the meeting and did not have anything to report. There has been no further movement of securing a Deputy Editor. Mike Marsh was proof-reading draft Su3ans.

12) Network Matters

Lyn mentioned her last meeting as Chair was on 12 October at Haverhill. At the afternoon workshop each U3A will bring up to **3** success stories to share and discuss. Anita will attend the meeting and asked committee members to consider going.

13) Beacon Management System Report

Previously circulated with the 'Where Next with Beacon' statement form National Office. Brian said the statement was disappointing, but he and Anita felt it was only right to be prudent to postpone migration until assurances were received that security and personnel issues were settled and we knew what it would cost. This hopefully would be in late Autumn. Anita had advised the leader of the migration team of our decision, and through the hard work of John and Richard we are ready to proceed with migration when all outstanding issues have been sorted. Anita had contacted Jeff Carter, who stated that the situation should be clearer by early Autumn.

14) Regular consideration for a second monthly meeting

Not necessary at present but to be kept under review.

15) Members' Items

It was proposed by AF and seconded by JC and **carried unanimously** that Richard Thomas be co-opted as a committee member.

Lyn suggested that a flyer be produced for new members so that they know what membership means – co-operative, not running educational classes, etc.

The Chairman's Welcome page needs up-dating.

**ACTION: AF**

16) AoB

The Chairman had received for the committee's approval a Group Travel Holiday request for a 3-day holiday in Bridlington and the Heritage Coast at the beginning of November.

**Committee approval was given** to this request and the Chairman signed it off.

Anita advised the committee that we needed to be thinking ahead to the 30<sup>th</sup> Anniversary : held at St Peters with Group Leaders leading it; at the Town Hall as was done for the 25th anniversary? and to recruiting new committee members – advertise? These items will be discussed further at future committee meetings. **ACTION: B/F**

17) There being no further business, the meeting closed at midday.

Date and time of next meeting

9<sup>th</sup> October 2018 9.45 am for 10 am

Signed ..... Date .....

Anita Floodgate, Chairman