

**SUDBURY GROUP OF THE THIRD AGE TRUST**  
**Minutes of the Executive Committee meeting**  
**Tuesday, 11<sup>th</sup> February 2020**

Present: Anita Floodgate, Chairman  
Janet Cruttenden, Secretary  
John Freeborn, Membership Secretary  
Colette Bentley  
Dee Hoile  
Richard Thomas

Brian Orton, Treasurer  
Jennie Leech, Group Co-ordinator  
Brian Hemmings, Webmaster  
Nicola Godwin  
Tony Lee

In attendance: Steve Burke

Prior to the formal business, Rod Gray, Accounts Examiner, attended to oversee the signing of the examined accounts by the Chairman and Treasurer in accordance with new Charity Commission regulations.

The committee AGREED that the statements in the Trustees' Annual Report for the period 1<sup>st</sup> January to 31<sup>st</sup> December 2019 were correct and authorised the signing of this document by the Chairman and Treasurer.

1) Apologies for Absence: Sue Campbell

2) Minutes of the Meeting held on Tuesday, 10<sup>th</sup> December 2019.

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

3) Matters Arising:

- |     |  |   |
|-----|--|---|
| 9   | Drop Box data permissions  | c/f   |
| 5   | Asset Register – Updated and 3 items removed.<br>Brian O will make a donation for the Slide projector  |   |
| 8   | Non-paying members   | <b>–ACTIONED</b>  |
| 14d | Banner – photos, design  | <b>AF to contact BC on progress</b>                     |
| 5   | Reduced annual membership  | <b>– ACTIONED</b>                                       |
|     | First Aider/St Johns courses   | – Ruth confirmed Rugby Club have no on-site First Aider |
|     | Janet handed Nicola details of a free St Johns First Aid workshop. Nicola will investigate attending and then report back  | <b>NG</b>   |
|     | At AGM qualified First Aiders will be asked to contact a committee member  | <b>AF</b>   |
|     | Contact David Matthams to ask him not to proceed with demonstrating CPR on dummies at groups.  | <b>AF</b>   |
| 6   | Monthly refreshment assistance – Item on Group Leaders Day   |   |
| 7   | Speakers Programme on website/payment by bank transfer–  | <b>ACTIONED</b>   |
| 8   | History Group formation– Tony reported that this had no progressed and so far, only 2 members interested. Formation of this group had not yet been advertised in Su3an. Brian to place on the website once Jennie has sent the script through. | <b>JL/BH</b>  |
|     | Group Leaders Workshop – Date and Venue – Covered in Jennie's report   |   |

4) Chairman's Report

Previously circulated. Anita welcomed Steve to the meeting. Her report was a summary of our achievements last year. Jennie had followed up the new members provided by Anita and they were pleased to have had her call. Anita said that on the agenda for the Group Leaders Workshop was the need to encourage members to come on the committee.

- 5) Treasurer's Report  
Previously circulated. There were no queries on the accounts. Brian had noted a query on the holding account, and he had this in hand. Brian confirmed that Rod Gray was happy to serve as Accounts Examiner for a further year.
- 6) Secretary's Report  
The secretary had not tabled a report and had no additional comments.
- 7) Speaker Secretary Report  
Colette confirmed that she had spoken to Hexachordia who would bring their own equipment to the AGM. She said that paying speakers by bank transfers was working well.
- 8) Group Co-ordinator's Report  
Previously circulated. Jennie said that 31 Group Leaders, or their representatives, had notified her they would be at the Group Leaders Workshop. This was disappointing, so Jennie would send a reminder and Anita agreed to mention at the AGM. **ACTION: JL/AF**  
From the 12-14 interested in the Carpet Bowls group, no-one had come forward to lead the group. The carpet bowls purchased were still being stored in Colette's cellar, Jennie and Richard to pursue possible venues with storage facilities.  
Jennie said Sudbury Bowls Club had offered Monday morning to U3A members who were interested in playing. Jennie briefly ran through her thoughts on the structure of the Workshop. She will produce a more detailed programme for the day. Jennie was asked to find out who held the key to All Saints Church Hall and whether access could be from 08.30 to allow more time to set up. **ACTION: JL**
- 9) Membership Secretary's Report  
Previously circulated. 853 paid-up members. 33 new members joined since January at the new £10 membership fee. John chose orange as the colour for our 2020/21 programme.
- 10) Webmaster's Report  
BH circulated the website hit sheet. Brian had nothing outstanding to report on, everything was running well.
- 11) Communications  
Jean was unable to attend the meeting and did not have anything to report. Keith Nuttall was now formally Deputy Editor.
- 12) Network Matters  
Richard confirmed that he was happy to continue updating speakers received from 12 of the 14 U3As in the region.
- 13) Beacon Update  
Richard said John Hopkins, who had provided us with a demonstration of Beacon had been in touch. Richard had restated our position that we if we chose to go ahead it would likely be October 2020 or 2021.
- 14) National U3A Day – 3 June 2020  
4<sup>th</sup> June had been confirmed with St Peters and we had access during the afternoon of the 3<sup>rd</sup>. A sub-committee to be formed consisting of Anita; Jennie; John; Tony; Brian O and Richard. The first meeting will be on Wednesday 18<sup>th</sup> March following the coffee morning. Group Leaders asked to attend and take a table to exhibit their group's activities and whether they needed to set up on the previous afternoon. **ACTION: JL**

Kettle and Fish to be asked if they would be prepared to serve tea/coffee and cakes on the basis of their usual Thursday session.

**ACTION: JC**

Banners – Anita to check on where Bruce is in producing a mock-up for the roll up banner.

She will also check that Peter Whitely still holds our banner and whether we can fix to the railings.

**ACTION: AF**

Brian H suggested a sail banner. He will contact Bruce to ascertain whether the mock-up he is producing for the roll up banner could be used for a sail banner.

**ACTION: BH**

It was agreed that 2 dozen sashes to be ordered with “Sudbury U3A – Welcome” on the front, plain on the reverse.

**ACTION: JC**

Anita will organise the purchase of polo shirts for Tony and Sue.

**ACTION: AF**

15) AGM Logistics

It was agreed that a quote for 200 copies of the accounts (3 pages) and the agenda/minutes (4 pages) should be obtained from Indigo Ross.

**ACTION: JC**

St Peters set up on 24<sup>th</sup> at 3pm for all committee who can attend.

**ACTION: ALL**

Dee & Nicola to have two extra helpers to check in – Valerie & Lesley

**ACTION: DH/NG**

Brian O to collect items required for AGM from Rugby Club

**ACTION: BO**

Anita confirmed that as soon as possible following the AGM the 2020/21 programme draft will need to be sent to the printers. The draft has been completed as far as possible, but the Groups pages will be compiled and have a further check by Richard and Jennie. The front page and speakers page will also have a final check before being sent to the printers to produce a proof. The proof will be checked prior to printing. A run of 1,000 (the same number as 2019) will be ordered. When John sends through the number of labels required for Su3an he will confirm the programme colour and ask for a quote.

**ACTION: JL/RT/AF/JF**

16) Asset Register

Covered under Matters Arising.

17) Non-disposable Cups

A suggestion had been made that it would be a good idea to ask members at the monthly meeting to bring their own cups. A note to be placed in Su3an and mentioned at monthly meetings.

**ACTION:AF**

18) Members Items / AOB

Brian O brought to the committee’s notice that Delphi was due to close shortly although he had not heard from Ray Ward with a definite date. Conrad was actively seeking a new venue for the three table tennis groups, but storage of 5 tables was a major problem.

There being no further business, the meeting closed at 11.50 a.m.

Date and time of next meeting

14<sup>th</sup> April 2020 9.45 am for 10 am

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

Anita Floodgate, Chairman