

SUDBURY GROUP OF THE THIRD AGE TRUST

Executive Committee Meeting Minutes

Tuesday, 13th December 2022

Present: Brian Orton, Tony Lee, Dorothy Beal, John Freeborn, Brian Hemmings, Jennie Leech, Colette Bentley, Bruce Clegg, Nicola Godwin, Dee Hoile, Richard Thomas, Janet Cruttenden, Ian Mathews.
Observer: Anita Tuddenham

1. Apologies for absence: Sue Campbell has commitments until end of March 2023 and has resigned from the committee, she will not stand for re-election at the 2023 AGM.
2. Co-opting Ian Mathews as Beacon Administrator to the Committee. All in favour.
3. **Minutes of the Meeting held on 11th October 2022**
Agreed and signed off

4. **Risk Assessments**

A group leader had queried the need for Risk Assessments. The Chairman sought advice from Head Office, who in turn stated that they should be completed for every Group. There was a lengthy discussion about this. Risk assessments are not new reference was made to them in the Sudbury u3a Group Leaders handbook, and again in the 2018 Group leaders the need for risk assessments was outlined. Offers of help to complete the RAs have been made to group leaders. No further action from Jennie Leech at the present time. The committee unanimously agreed that the policy requiring all groups to have a risk assessment was to be adhered to.

5. **Matters arising from the 8th February 2022 meeting.**

Policies have been agreed Richard and Brian have actioned this and the current versions are now on the website

Dropbox – Tony reported there are still bits on Dropbox. He has set up a Mr. Sudbury 1SudburyU3A account on Google Drive and will migrate information across. Documents will then be available on there, with a 15 TB storage, if storage runs out then he will create a Mr. Sudbury 2. The loss of so much data from our website illustrates the need to store documents securely. Which documents will be held on Google Drive? RT, TL & IM to draw up a list. RT/TL/IM

Tony will set up for all officers and committee members with specific responsibilities to have Sudbury u3a email addresses. DB will liaise with Tony over Secretary access to Google Drive. DB/TL

6. **Matters Arising from 8th August 2022 meeting**

TAMs – John has dealt with this and deleted duplicates

Tony reported that there will be no credit until March 2023 as TAM is charged annually

Holiday Insurance – Holiday insurance should be paid by our members directly to the Holiday Co. Cheques are still going to Jane, then on to Treasurer, a nuisance.

Membership forms are on the Website. Brian H is unable to move them to the Membership TAB as yet. He also has been unable to upload our symbol. BH

7. **Matters Arising from 11th October Meeting**

First Aid

The Chairman reported all committee members had responded to his request for ideas as to first aid arrangements at monthly meetings. The consensus was that we should have a rota of members with first aid training so that there would always be a member with first aid training in attendance. 8 members had come forward in response to pleas for help with this a variety of first aid experience. Some would need training. Quotes received from Red Cross and St Johns
BO/TL

There is a need for an Emergency Protocol to be created/written. Bruce suggested asking the Red Cross if they have one, we could adapt. He will also put something in the next issue of Su3an.
BC

4) New Member's Meeting on 30th March in the Town Hall 1-4pm, book room **DB**

Group Leaders' Meeting on 19th May, need a theme, book The Hive 11-3pm **DB**

U3A Day 21st September, need to book double gazebo in Market Place . **BO**

4) Basil Ambrose Donation

St. Peter's still not open for bookings, Tony has set aside money in the budget for this.

CARRIED FORWARD

8) Sale of carpet bowls

These have not yet been sold, Colette will advertise on eBay with buyer collect.

CB

8. Chairman's Report

SURFC own risk assessment had been received An assessment of the Rugby Club building will need to be done before the next meeting.

BO/IM

Brian Orton will send a copy of Rugby RA to Ian Mathews.

BO

9. Treasurer's Report

All agreed with Tony's report and budget for 2023. The annual membership will remain at £12.00 for 2023. As there is no change, it does not need to be voted upon at AGM.

10. Secretary's Report.

Dorothy has tried to book St. Peter's, but this is still not possible to do.

11. Speakers Secretary's Report

Nothing to report, except there was good feedback from the Dickens talk. Anita Tuddenham will shadow Colette for one year with a view to becoming Speaker Secretary from 2024.

12. Group Leader's report – report submitted. Jennie had viewed facilities at Long Melford Football Club. Suitable for meetings of up to 130 people. Track to get to the clubhouse is poor. Possible use in the future.

13. Membership Secretary's Report – 842 members (836 + 6 members who belong to more than one u3a)

14. Webmaster's Report. Update to current situation – Brian H has done as much as he can but is still finding it limited. He has managed to re-establish all the Su3ans. Will continue to rebuild the site but will take some time. Well done to Brian H a lot of unnecessary work due to problems between National and the web provider.

BH

15. Communications/Publicity

Bruce reported that Su3aN has gone well he intends to make some changes to the order of articles. Bruce spoke to Ray Hardisty East Region PR & Media adviser and a sub-group will be formed.

BC

16. Beacon Administrator's Report

Ian submitted a report. He reports that training has gone well so far and will continue in the New Year. Lots of work still to be done in the New Year with Richard. He will be able to form a first aid group on it, also a Meeters and Greeters and a group called Committee. **IM/RT**

(Richard Thomas will be the back-up administrator in case of any issues re Ian, holidays/sickness etc.)

17. AGM Arrangements – 28th February 2023

Dorothy will liaise with Janet re all necessary for the AGM

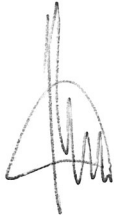
18. Holiday Approval:

Paignton 9-13.1.23,
Eastbourne 13-17.3.23,
Leicester 17-21.4.23.

19. AOB - none

Date and time of next meeting: 14th February 2023 at 10 am (Commonlands room at Christopher Centre)

Signed:



14/2/23