

SUDBURY GROUP OF THE THIRD AGE TRUST

Executive Committee Meeting Minutes

Tuesday 13th February 2024.

Present: Brian Orton, Tony Lee, Ian Mathews, Jennie Leech, Richard Thomas, Brian Hemmings, Anita Tuddenham, Colette Bentley, John Freeborn, Nicola Godwin, Derek Connah, Terry Straight.
Attending for item 2: Rod Gray, David Thompson

1. **Apologies** – Dorothy Beal, Bruce Clegg.

2. **Account Examiner's Report** - Rod had sent a note to the Treasurer, overall Rod said there were no real issues with the Main Accounts. He said the receipts and payments system used could be misleading if bills were not presented promptly, but he was confident that everything was OK. He did have some concerns over the Holding Accounts, as the number of groups increases it creates more work to keep control of these accounts. He felt some Group Leaders were not up to scratch and that a proper briefing session on policies with Group Leaders should be held. The relevant policies are on the website and Group Leaders should be encouraged to view these. He was concerned that some groups had too much in Petty Cash and that they should transfer larger sums to their Holding Accounts. The Committee should set a limit of around £50 for Petty Cash. Rod was also concerned that some Holding Account balances were too high and felt that the Treasurer and Groups Coordinator should meet with Group Leaders to address this. It was felt that the Holding Accounts should be sent to Group Leaders on a regular basis rather than wait for twice yearly audits. The Accounts were signed, Rod Gray and David Thompson then left the meeting.

3. **Minutes of 12th December 2023** - approved and signed.

4. **Matters Arising from 8th August.**

3.4 - Basil Ambrose legacy. To be carried forward to the next meeting. **Action Carry Forward**
4.14 - Gallery update. BO felt that not enough groups were represented. Portrait Drawing ceased as a group circa two years ago. BC not present so no further action. **Action BC**
16.2 - East of England Bulletin - BO's comments circulated in his report. IM reported that he had had no response from the East of England representative.

Matters Arising from 12th December.

6.0 - Planning for New Members Meeting. IM had spoken to the RUG and all is in hand for the meeting on 21st March.

9.0 Approach to local Chamber of Commerce. BO's report concluded that this had not been a success. He felt approaching local employers directly would be better, inform them of what u3a can offer to those about to retire.

5. **Chair's Report and 2024 AGM.**

Chair's report previously circulated. Nothing to add to the report. 2024 AGM to be covered later.

6. **Treasurer's Report.**

Reports previously circulated. New Examiner David Thompson had attended the first part of the meeting.

TL asked if there were any questions over the proposed budget. There were no comments or objections so the budget will be adopted.

Outstanding bills from the Rugby Club have now been paid.

The £1500 Basil Ambrose Legacy has been ring fenced.

Petty Cash - BO felt that Group Leaders should be told to bank anything over the agreed limit to protect against theft or complications in the event of a death. BO and TL had discussed the amount and felt that £100 should be the maximum held in Petty Cash. IM commented that there were no guidelines in u3a policies but said other u3as set their limit at £100. This sum was put to the

Committee, proposed by TS, seconded by DC. Committee voted in favor of a £100 limit. It was also agreed that this should be discussed at the next Group Leaders meeting as should the new finance policy.

The Finance Policy and Group Leaders Guide to be amended to reflect changes in cash limits. Include in the agenda for Group Leaders Meeting - **Action IM/TL**

Finance policy is on website but group Leaders have not been told. After the amendment of the new £100 petty cash rule Leaders to be told to read the policy. **Action TL/TS**

7. Secretary's Report.

No report had been submitted. JF commented that there was never a report these days. BO said that previously letters had been received that needed discussion but most correspondence was by email these days. Information from TAT goes to BO and TL, but most is online and anything received is circulated to everyone.

It was agreed that 'Nothing to Report' should be stated.

Action DB

8. Speaker's Secretary's Report.

CB confirmed that Anne Grimshaw is doing the talk after the AGM and is providing her own equipment. CB to do the vote of thanks afterwards.

9. Group Co-ordinator's Report

Previously circulated.

BO said the Painting group leader Vernon Lever was ill and had not been to Group meetings for at least three weeks. BO had spoken with Vernon who sounded poorly. Vernon confident the Group could continue without him in the short term as two members were opening/closing of the sessions on a temporary basis Vernon will speak to TL around month end to discuss the finance etc. BO recommended TS should keep close contact with Vernon going forward.

The Bridge group has a lot of money in its account as it is saving to buy an electronic scoring system. They are around £300 short at present. BO proposed lending them the balance. IM suggested giving them the balance as the equipment would be u3a property IM proposed a £300 donation to the group, seconded by TS. Committee voted in favor of the donation. BO asked if there would be any ongoing costs as it is an online system. IM to check **Action IM**
Group leader to be informed and that the equipment would remain the property of Sudbury u3a. **Action IM**

CB asked about the feasibility of a clip on microphone and speaker for use by Quiz Groups at the Jetty. BO had no objection but questioned where this would be kept. CB would ask Conrad to look into costs. **Action CB**

10. Membership Secretary's Report.

RT said we have 927 members to date. Around 30 have already renewed for next year. Nothing else to report.

11. Webmaster's Report.

Report and Site usage figures had been circulated. Nothing else to report.

IM asked if the site hits image could be bigger, BH said the image did not enlarge well but he would try and would resend the image.

BO thanked BH for attending the SiteWorks meeting, and asked whether all sites would be migrated to the new platform by the end of the year as originally proposed. BH said it was unlikely, we are currently 323 on the list. BO asked if there was any way to advance our position but BH said we had to wait our turn. IM asked if our documents are now protected? BH said they are as the u3a now owns the server where they are stored. BH said there was a

lot of work to do debugging etc but we were probably OK until we migrate to the new system. We may have problems once we have moved over.
BH said he posts photos to the gallery that are sent to him, and said he would need photos of the new Committee.

TL said he would scan copies of the accounts and send them to BH to post on the website.

12. Communications/Publicity.

Report previously circulated. BC not present.

IM said he had applied for space at 'Sudbury On Show' on 23rd March, and would need volunteers to man the stall throughout the day.

13. Beacon Administrator's Report.

Report previously circulated. IM said he had attended a Chair/vice-chair Beacon Zoom session but felt he had not benefited from it. If other Officers are invited to attend such meetings, he would welcome comments on their usefulness. RT said he had attended one where there had not been an agenda and felt it had been unstructured and of little value. BO said one group leader was not receiving emails through Beacon. IM had spoken to the group leader and had advised on checking settings.

TL commented that an email to 'Chair' had failed on one occasion.

14. Holiday Approvals.

No outstanding approvals.

IM had been in contact with Jane Crumpton-Taylor regarding offering places on her forthcoming Berlin trip to other local u3as as take up had been low. Two from the Bury St Edmunds u3a have booked.

15. 2024 AGM.

BO asked if everybody would be attending and outlined the procedure for the AGM. The existing Committee will sit at the front facing the audience. Copies of the Agenda, the Accounts, and Minutes from last year's AGM will be printed and placed on every other chair. Apologies will be read out by the Secretary, the Minutes from the previous AGM will be presented for adoption. Chair's report will include thanks to Joan Garner. Treasurer's report will thank Rod Gray and introduce David Thompson. BO will conduct the election of new Chair. Election of Officers new Committee will be conducted by the new Chair. Any other business raised from the membership needs to be submitted to the Secretary by 13th February in order to be discussed at the meeting. IM commented that DB may not be at the AGM and he will take her place if required. New Chair IM will then read any notices and introduce the Speaker.

16. Any Other Business.

RT reported that there had been an issue with TAM but it should be OK from April onwards. BH had received an email from the Chair of Bury St Edmunds u3a wanting a meeting. IM had met with them and discussed their systems. Bury uses their own independent system rather than Beacon as it felt Beacon was too expensive.

IM is to assemble the information to be included on the new membership card, RT will check it. 1100 cards in yellow will be ordered. Action IM

CB expressed concerns that attracting too many more members may mean we outgrow the Rugby Club. There are no other suitable venues in Sudbury. BO commented that he would rather have the problem of too many members than too few.

BO thanked the Committee for all of their work and help whilst he had been chair we have achieved a lot by working as a team and was confident that would continue to be successful in the future.

IM proposed a vote of thanks to BO as Chair.

IM on behalf of the committee thanks BO for his sterling work as chair following difficult times with Covid and also thanked him for his time spent on the committee in various roles.

Meeting closed at 11.25.

Next meeting Tuesday 9th April 2024 at 9.45 for 10.0 am at the Christopher Centre.

Signed:  Date: 9/4/24