

SUDBURY GROUP OF THE THIRD AGE TRUST
Minutes of the Executive Committee meeting
Tuesday, 10th August 2021

Present:	Brian Orton, Chairman Janet Cruttenden, Secretary Jennie Leech, Groups Co-Ordinator Bruce Clegg, Publicity Sue Campbell Dee Hoile	Tony Lee, Treasurer & Vice-Chairman John Freeborn, Membership Secretary Brian Hemmings, Webmaster Colette Bentley, Speaker Secretary Nicola Godwin Richard Thomas
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- 1) Apologies for Absence:
- 2) Minutes of the Meeting held on Tuesday, 8th June 2021
 The minutes were adopted and signed by the Chairman as a correct record of the meeting.
- 3) Matters Arising from Earlier meetings: -

St Johns 1 st Aid Courses	Remove from Agenda
1 st Aiders within u3a and those interested in a course	Remove from Agenda
To consider 1st Aid talk/Defibrillator demonstration at Speaker Meeting	
	– JC for Agenda
Non-disposable cups	Remove from Agenda
Sashes	Remove from Agenda
- 4 Matters Arising from 8th June 2021 meeting

Dropbox storage decision
 Tony and Richard working together to confirm:- the annual cost to the Chairman; that there was no cancellation fee; they are able and happy to organise the set-up of categories and train members.
 It was **AGREED** to purchase a Group Dropbox once the above points were clarified.
 Tony said there were a couple of software options which he would look at again and report back at our next meeting – TL

 - 4 Delivery of Su3an – IR fulfilment/Volunteer hand delivery – **Continue with IR fulfilment for September issue. Obtain confirmation from Rod that he has sufficient volunteers to resume hand distribution** – BO
 - 7 Extension of Zoom contract – **Zoom contract has been closed**
 - 8 Su3an article - Closure of groups with leaders – JL **ACTIONED**
 Investigation of coach companies for theatre trips – **Jennie confirmed coach companies not offering theatre trips but will contact again once they offer them**
 - 9 Agenda item -Contacting Lapsed Members – JC **ACTIONED**
 Confirmation those applying for Zoom meetings are current members – BO/TL **ACTIONED**
 - 15 Social Events & Travel update. Public Liability cover – Two documents produced by National which cover these subjects should be placed on the website. – BC/BH
 - 16 Risk Assessment – **Jennie confirmed the RA for venues was fine. Personal RA for each Group is a work in progress.**
 - 17 High Street Project Add-ons – RT **ACTIONED**

4) Chairman's Report

Previously circulated. Brian said the points raised in his report were self-explanatory, but he did wish the committee to consider the emails he had circulated relating to the Dutch group and vaccinations. As a u3a, Sudbury u3a may make a rule that applies to everyone. Following discussion, it **was agreed** that a paragraph should be placed on the website informing members that where a Group meeting is held in a private house the householder has the right to set the rules for the meeting as to who may and may not enter their property. Where a Group meeting is held at a venue the Group follows the rules of the venue. Each member should accept their own responsibility. Further guidance was to be found on the National site under their "Covid Advice" heading.

ACTION: BC/BH

Brian said he would draft a reply to the query received, circulate it for agreement prior to sending.

ACTION:BO

Brian confirmed he will attend the National AGM virtually and cast our votes.

5) Treasurer's Report

Previously circulated. Tony confirmed that the deficit would not be as high as budgeted. He asked the committee to let him know of any specific expenditure prior to the next meeting when he would present his budget for the forthcoming year.

ACTION: ALL

At present our u3a had a cost of £14 per member. Tony had attended the East of England Zoom fundraising seminar which covered ways of raising funds should the time come when we need to raise addition money.

6) Secretary's Report

The secretary had not tabled a report.

7) Speaker Secretary Report

Colette said August's speaker was on board. She had been in touch with Christa's daughter who was sponsoring the speaker. She hoped to attend the meeting if possible. Peter Whiteley who had been Christa's neighbour was giving the vote of thanks. Adrian Walters was our September speaker and she had someone in mind to give the vote of thanks. All the speaker scribes were happy to resume taking notes and would work out their rota.

8) Group Co-ordinator's Report

Previously circulated. Jennie had nothing to add to her report. Committee members helped update her groups reconvening table. The committee approved the French Beginners request for funds for a small portable CD player at £19.99 from Argos. The Group Leader should purchase this and send the receipt to Tony for reimbursement.

9) Membership Secretary's Report

John said the budget was based on 681 members and to date we had 689. Renewals and new members are continuing to come in slowly. There were still about 100 members from 2020 who had not renewed. John and Brian will produce an up-to-date list for those committee members who wished to make calls to non-renewals.

ACTION: JF/BO

Group Leaders were be asked to check that all members had renewed and held a current membership card.

ACTION: JL

10) Webmaster's Report

Brian reported there had been no major incidents with the website. Routine additions and amendments had been carried out. Brian was asked to produce a hit-list and he agreed to look into producing this.

ACTION: BH

- 11) Communications
Brian had asked Jean if she would like to attend the meeting, but she replied she was unable to do so and had nothing to raise.
Bruce's report had been previously circulated. Articles were published in Cornard and Long Melford news and the report posted on 3 Facebook sites had received positive response. Bruce said he will contact parish newsletter editors again, produce a new A4 poster and refresh noticeboards with the A5 poster. He and Brian will look at updating the website and its links.
ACTION: BC/BH
- 12) Network Matters
Brian said no communications had been received.
- 13) Re-Launching
Covered in Brian's report and to be removed from the agenda.
- 14) Lapsed Members
Covered in John's report and to be removed from the agenda.
- 15) Members Items/AOB
Bruce asked Brian H whether the website map and text on how to find the Rugby Club was one document of two because the bus details were out of date. Brian said he would check and let Bruce know.
ACTION: BH

There being no further business, the meeting closed at 11.45.

Date and time of next meeting

12th October 2021 at 10 am

Signed _____
Brian Orton, Chairman

Date

12/10/21