

**SUDBURY GROUP OF THE THIRD AGE TRUST**  
**Minutes of the Executive Committee meeting**  
**on Tuesday, 11<sup>th</sup> October 2022**

Present:

Brian Orton, Chairman	Tony Lee Treasurer
Jennie Leech, Group Co-ordinator	Bruce Clegg, Publicity
Colette Bentley, Speaker Secretary	Sue Campbell
Nicola Godwin	Dee Hoile
Richard Thomas	Brian Hemmings
Janet Cruttenden	John Freeborn, Membership Secretary

- 1) **Apologies for Absence:** Dorothy Beal, Ian Mathews
- 2) **Minutes of the Meeting held on Tuesday, 8<sup>th</sup> August 2022**  
The minutes were adopted and signed by the Chairman as a correct record of the meeting.
- 3) **Matters Arising from 8<sup>th</sup> February 2022 Meeting**  
16. Policies - Sue has agreed to work with Richard to review which u3a policies we should adopt and include on the website. Richard and Sue met and agreed 5 new policies which subject to finalising the wording will be placed on the on the website.  
Dropbox – Tony reported will not use Drop box but Microsoft One Drive instead. The email address has been created, however, there is an issue with cloud duplication. Tony and Richard have ironed out any issues and Tony is in the process of setting up email addresses and will shortly upload accounts information. Easy to use and secure. **Users may need training so when committee members who wish to place information on the site please contact Tony.**

**Matters Arising from 14<sup>th</sup> June 2022 meeting**

4. The sashes are not popular with M&G's. A good idea which did not work and will not be pursued.

**Matters Arising from 8<sup>th</sup> August 2022 meeting**

4. Resolutions at AGM. Covered in BO's report.
4. Defibrillator demonstration. Confirmed for 25<sup>th</sup> October meeting.
4. First Aid training. Martin away shortly. B/F mid-year 2023 **ACTION:DB**
4. Musicians at November meeting. Group Leader to attend October meeting and discuss then. Colette will check on Xmas stock at next meeting and purchase necessary items.
5. TAM. Tony has paid the invoice and hopefully will receive credit when discrepancies sorted out. John ran through the criteria for receiving TAM. He will look into duplicates. **ACTION:JF**  
Tony will 'phone u3a to find out why a member is listed twice but only receives one copy and query whether a charge is made for two. **ACTION:TL**
5. Holiday Insurance. Tony will contact Jane. **ACTION:TL**
9. Membership forms on website. Following discussion Brian was asked to change the Contact tab name and heading to **Forms**. Bruce will write wording for this page, send to John for approval who will then forward to Brian to place on website. **ACTION: BC/JF/BH**
11. Speakers report in Su3an. Bruce has spoken to recorders in order more space is allowed for Group news.
12. Station Garden. Brian has spoken to his contact. No further action required.

4) **Chairman's Report**

Previously circulated.

Incident at Rugby Club on 27.09.22 – Brian gave a brief resume of this incident where the member who required medical assistance did not have an ICE contact. Richard had a full membership list on his 'phone which enabled access to her details.

Action from this:- Jennie had written to all Group Leaders to ensure they kept up-to-date ICE contact for their members. John had emailed those members where there was no ICE contact and written to those not on email. BO was happy with the action taken.

National AGM – Brian had voted for 20p increase which was rejected as was the 40p increase. In view of nonacceptance of the resolutions and comments made, the Board are revising financial forecast and action plan.

Barbara Cordina's visit on 25.10.22 - This will give the committee an opportunity to raise the queries we have and find out if the S&D network is still active.

u3a Day – A good opportunity to raise our profile and we obtained 5 new members.

2023 Programme – Brian suggested the following events for members, which were **AGREED** by the committee:-

*New Members Meeting* in the Town Hall Assembly Room in early March after the AGM and before Easter. BO to look at some Thursday dates. **ACTION: BO**

*Group Leaders Meeting* at the Hive during April. Seminar with lunch over 2-3 hours once Group Leader Beacon training has taken place. Group Leaders to be asked whether there are any issues they would like to bring up. **ACTION: BO then JL**

*u3a Day* - u3a Day 2023 will be during week 16-24<sup>th</sup> September. To follow same format as 2022. B/F June committee meeting. **ACTION:DB**

*Basil Ambrase Donation*. - Possible event at St Peters when open. Further discussion needed. Agenda item once bookings for St Peters available **ACTION:DB**

2023/24 Committee – John will stand down as Membership Secretary with Richard taking over this role. Dee, Janet and Sue will be standing down. Brian said he had been on the committee for 9 years but done 2 years was prepared to be Chair for a further year. He was happy to stand down if a nomination for Chairman was forthcoming.

RUG – 2 new potential volunteers have offered to become Meeters & Greeters. A more formal organisation of RUG volunteers was needed. Dee and Janet offered to organise and administer once they were no longer committee members.

5) **Treasurer's Report**

Previously circulated. There were no queries on his reports. Tony urged all members to look through the proposed budget which will be discussed at the next meeting and let him have any comments. **ACTION: DB – Agenda item**

6) **Secretary's Report**

No report this month.

7) **Speakers Secretary's Report**

Colette had previously circulated the proposed 2023/24 programme which set out an interesting and varied range of topics. Brian thanked Colette and her team for producing an excellent programme. Anita Tuddenham will shadow Colette next year.

8) **Group Co-ordinator's Report**

Previously circulated. Jennie asked whether our Venue & Activity Risk Assessments needed tidying up. There is new text on the u3a site relating to risk assessments. BO and JL cannot access. RT will look at this for them and send details through. All reference to Covid should be removed from the website. **ACTION: RT/BH**

A Carpet Bowls Group is unlikely to materialise. The carpet is stored in Colette's cellar. It was **AGREED** to sell this equipment. Colette and Jennie knew several clubs who may purchase. Jennie and Colette to liaise to secure a purchaser. **ACTION: CB/JL**

Philately and Public Speaking are on hold. Sewing/Craft have held their first meeting. Sign Language - At present a leader is not forthcoming and members interested will be encouraged to join the Sudbury Library's group. Pub Lunches have their first lunch on the 14<sup>th</sup>. Whist is up and running. An issue over venue has been raised. Tony is actioning. The Jive group are having an Xmas meeting on 16 December which is open to all nongroup members for £3 at the Stevenson Centre – timing to be advised. This will involve the singing and musician groups with a theme of 'Music & Dance'. Jennie said she will deal with the publicity for this event. Strictly Rock & Roll is inactive but will remain on the programme with a decision made in March.

Jennie advised the meeting she had carried out 4 group visits and as soon as Anita and Gill are available further visits will be made. At present it is not planned to visit those committee members who are also Group Leaders.

9) **Membership Secretary's Report**

John said membership stood at 823. In the ICE follow-up only 5 members did not have email and have been written to. He has received 20 replies so far.

10) **Webmaster's Report**

Brian was having a problem placing the scanned minute images on the website. Janet will scan the August minutes from a hardcopy to create a pdf file and send to Brian to ascertain whether there may be a scanning problem. She will set up a table format for minute wording to be entered to see whether such a format helps. Alternatively, the Chair could sign 2 copies of the minutes – one for Brian and one for the file. **ACTION: JC**

11) **Communications/Publicity**

Previously circulated. Bruce had nothing further to add to his report and accepted the correction to his third paragraph that Beacon would not store historical publicity. Colette confirmed she had emailed all speaker reporters to ask them to keep their report short due to the increase in the number of new groups.

12) **Beacon Administrator's Report**

Previously circulated. In Ian's absence Richard advised the meeting that Beacon will be going live on 1<sup>st</sup> January 2023 with all the data updated as at 31<sup>st</sup> October. Richard is still thinking about migration and an acceptable test plan. Training will start in November at the Christopher Centre on a Thursday and Ian will send out invitations, initially to those committee members who are group leaders and those will be using it.

13) **Members' Items/AOB**

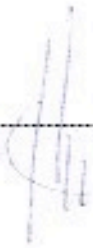
**Holiday Request**–The Committee confirmed their approval to the request for 5-day holiday to Hadrian's Wall.

14) Meeting concluded at 12.05

- 15) **Date and Time of Next Meeting: Tuesday 13<sup>th</sup> December 2022 at 10 am**  
**in the Commonlands Room, Christopher Centre, Gainsborough Street, Sudbury.**

Signed

Brian Orton, Chairman



Date

13-12-22