

**SUDBURY GROUP OF THE THIRD AGE TRUST**  
**Minutes of the Executive Committee meeting**  
**on Tuesday, 12<sup>th</sup> April 2022**

Present: Brian Orton, Chairman  
 Brian Hemmings, Webmaster  
 Colette Bentley, Speaker Secretary  
 Nicola Godwin  
 Richard Thomas  
 Janet Cruttenden, Co-opted member

John Freeborn, Membership Secretary  
 Bruce Clegg, Publicity  
 Sue Campbell  
 Dee Hoile

- 1) Apologies for Absence: Dorothy Beal, Tony Lee, Jennie Leech
- 2) Co-opting Janet Cruttenden onto the Committee  
 The Chairman, Brian Orton proposed that Janet Cruttenden be co-opted onto the Sudbury u3a committee and sought by a show of hand those in favour. There was unanimous agreement to this proposal and Janet was duly elected as a co-opted committee member.
- 3) Minutes of the Meeting held on Tuesday, 8<sup>th</sup> February 2022  
 The minutes were adopted and signed by the Chairman as a correct record of the meeting.

4) Matters Arising from 12<sup>th</sup> October 2021 meeting

- 4 Prompt sheet for phoning New Members  
*Previously circulated. Brian stated that a welcome telephone call would be made to all new members 4-6 weeks after payment of their membership fee. John to send blank prompt sheet and new member details to Brian who will then allocate calls to committee members willing to make a call.* BO/JF  
*To ensure new members are identified at a monthly meeting John will highlight their names on the registration sheet for one month only.* JF  
*Bruce said discussion had previously taken place on whether sashes should be worn by the Meeters & Greeters. Bruce undertook to find a supplier and cast for purchasing sashes with appropriate wording.* BC  
*Consideration to be given to asking Meeters & Greeters to spread themselves out along the seating rows once a decision on sashes had been made.*
- 15 1<sup>st</sup> Aid Talk/Defibrillator Demonstration  
*Bruce to speak to Martin on whether he could provide a simple 1<sup>st</sup> Aid course and a defibrillation demonstration at the end of a speakers meeting and advise on the optimum number of people attending at any one time. A suitable message will be placed in the May edition of Su3an and mentioned at the meeting.* BC/BO

Matters Arising from 14<sup>th</sup> December 2021 meeting

- |    |   |       |        |
|----|---|-------|--------|
| 8  | Assistance with Home venue risk assessment              | JI/RT | Remove |
| 11 | Personalised text for Sudbury Welcome Pack to Committee | BC    | Remove |

Matters Arising from 8<sup>th</sup> February 2022 meeting

- |   |   |        |                   |
|---|---|--------|-------------------|
| 5 | 2022 Budget to Committee  | TL     | ACTIONED          |
| 8 | New Spanish Group   | TL     | ACTIONED          |
|   | New Groups in planning stage  | JL     | Covered in report |
|   | Ensure new group form complies with risk assessment and financial guidelines    | TL/JL  | Covered in report |
|   | Updating of Group Leaders Handbook. Brian to circulate for committee's comments | BO/ALL | ACTIONED          |

|    |   |              |                      |
|----|---|--------------|----------------------|
|    | Updating of Handbook  | JL/TL        |                      |
|    | <i>Work in progress. It is hoped that the final text will be circulated prior to the next meeting.</i>              |              |                      |
|    | Corrections of circulated groups list to Group Co-ordinator   | ALL          | ACTIONED             |
| 9  | Offer of concessionary rate to members belonging to more than one u3a   |              |                      |
|    |   | JF           | ACTIONED             |
| 11 | New A3 members sign   | BC           | ACTIONED             |
| 13 | Sudbury on Show rota  | BO           | ACTIONED             |
| 14 | Organisation for New Members Meeting  | BO/JL/JC/ALL | ACTIONED             |
| 15 | Group Leaders Meeting – Refreshments, Picture Quiz, Invites   | JC/WM/JL     | Agenda item          |
| 16 | Policies – Notify omissions and inclusions to   | RT           |                      |
|    | <i>8-9 policies have been downloaded but more discussion is required. A sub-committee to be formed to this end.</i> |              | <b>Carry Forward</b> |
| 17 | Advise Holiday organisers to avoid monthly meeting and AGM dates  | BO           | ACTIONED             |

DropBox had been removed from Matters Arising and this should be re-instated.

DB

#### 5) Chairman's Report

Previously circulated. Brian confirmed that Jean White, after 12 years, will retire as Su3an's editor following the May edition, and that Bruce has agreed to take on this role from July. Brian will mention at the May speakers meeting and include in his Chairman's report in Su3an. He will invite Jean to the May meeting at the Rugby club or June committee meeting. If she is unable to attend, the committee **AGREED** that a floral bouquet should be sent to her via Interflora. Brian H will make the necessary changes to the website in July. **ACTION: BO/BH**

Group Leaders Meeting – the Hive is hired from 11.30 until 15.00. The committee to set up at 11.30. Bridge to deliver the food at midday. Brian will ask Win to set up her picture quiz at 11.45. Janet to confirm numbers (50 including vegetarian options) with The Bridge. She has paid Majestic the deposit for 60 wine glasses. She will contact Tony regarding payment of 2 dozen bottles of wine. Jennie to introduce the meeting. **ACTION: BO/JC/JL**

New Members Meeting –

- Evening meetings -Brian to place a piece in Su3an asking those interested to get in touch. **ACTION: BO**
- New Group suggestions – Jennie followed up. Those who suggested groups to be asked to provide a paragraph on what they envisage the group will do so that it can be placed in Su3an and on the website. **ACTION: JL**
- Members willing to play a part – Brian said 2 could possibly join the committee.
- New members not attended a speaker's meeting or joined a group. Contact to be made. **ACTION: BO**

Richard had sent the list of those willing to deliver Su3an to Rod who had contacted everyone and placed some on stand-by.

Health Awareness Day – Bruce said PAT testing was not required if we did not use an electrical appliance. It was **AGREED** to use our display boards and a selection of new photographs. Bruce will revisit the photographs on the board, speak to Group Leaders at the meeting on the 29<sup>th</sup> and place a request in Su3an asking all Group Leaders to send him action photos. **ACTION: BC**

#### 6) Treasurer's Report

Previously circulated. There were no queries on the accounts.

#### 7) Secretary's Report

The secretary had not tabled a report.

- 8) Speaker Secretary Report  
Colette confirmed all was in hand for the April speaker, she did not require any equipment and black out curtains were not necessary, but she would double check this. Colette had a couple of people she will approach to offer the 'vote of thanks' but if they are unable to help then Brian H confirmed he will give this.
- 9) Group Co-ordinator's Report  
Previously circulated. The committee **AGREED** that the three proposed new groups should be taken to the next stage. **ACTION: JL**  
The Group Leader of the Stained Glass (Taster) Group has agreed to the u3a's financial requirements. He now needs to produce a workshop risk assessment with Jennie's help. **ACTION: JL**  
Brian O and Richard will draft an advert for the role of Assistant to the Group Co-ordinator to be placed in Su3an. **ACTION: BO/RT**
- 10) Membership Secretary's Report  
John reported that membership stands at 874 to date. This includes members from 2021 plus 466 in 2022. Members who have not renewed will be removed in June and this is likely to be around 200.
- 11) Webmaster's Report  
Previously circulated. Brian confirmed that the transition of moving the server went smoothly although there had been some issues following the move. It had been a busy month with new entries and deletions.
- 12) Communication/Publicity  
Previously circulated. Bruce confirmed 3 new posters had been placed at the Town Council, the Railway Station and in Gt Cornard as well as entries on Facebook. He had priced a new display board together with extras. It was **AGREED** this purchase should be made and Bruce will liaise with Tony regarding payment. **ACTION: BC/TL**  
20 copies of the poster had been taken to Hardwick House.
- 13) Group Leaders Meeting – 29<sup>th</sup> April  
Covered under Chairman's report.
- 14) Policies  
Covered under Matters Arising item 16.
- 15) Members Items / AOB  
**Holiday Requests** – The Committee confirmed their approval to holidays at Dumfries during June/July 2022 and Babbacombe in October 2022.  
**Garden Visits** – The Committee confirmed their approval of a garden visit to Cambridge.

Brian reminded the committee that emails that required an answer should be replied to.

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

Date and time of next meeting

14<sup>th</sup> June 2022 at 10 am

Signed  
Brian Orton, Chairman

Date

14/6/22