

**SUDBURY GROUP OF THE THIRD AGE TRUST**  
**Minutes of the Executive Committee meeting**  
**on Tuesday, 8<sup>th</sup> February 2022**

|  |   |
|--|---|
| Present: Brian Orton, Chairman<br>John Freeborn, Membership Secretary<br>Bruce Clegg, Publicity<br>Nicola Godwin<br>Richard Thomas | Tony Lee, Treasurer<br>Brian Hemmings, Webmaster<br>Colette Bentley, Speaker Secretary<br>Dee Hoile |
|--|---|

In attendance: Dorothy Beal

Prior to the formal business, Rod Gray, Accounts Examiner, attended to confirm that the examined accounts could be signed by the Chairman and Treasurer in accordance with Charity Commission regulations. The Chairman thanked him for his excellent work.

The committee **AGREED** that the statements in the Trustees' Annual Report for the period 1<sup>st</sup> January to 31<sup>st</sup> December 2021 were correct and authorised the signing of this document by the Chairman and Treasurer.

Apologies for Absence: Janet Cruttenden, Sue Campbell, & Jennie Leech

Minutes of the Meeting held on Tuesday, 14<sup>th</sup> December 2021 and Tuesday, 11<sup>th</sup> January 2022

Both sets of minutes were adopted and signed by the Chairman as a correct record of the meetings.

- 3) Matters Arising from 12<sup>th</sup> October 2021 meeting
- |    |  |                       |  |
|----|--|-----------------------|--|
| 4  | Prompt sheet for phoning New Members – <i>Worked has commenced but Brian apologised that he had not had time to complete this.</i> | BO/JF                 |  |
| 15 | 1 <sup>st</sup> Aid Talk/Defibrillator Demonstration   | b/f to a 2022 meeting |  |

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

- |    |  |       |          |
|----|--|-------|----------|
| 4  | Mailing to Group Leaders re: Covid Policy  | JL    | ACTIONED |
| 7  | Change of speaker at 2023 AGM  | CB    | ACTIONED |
| 8  | Assistance with Home venue risk assessment   | JL/RT |          |
| 11 | Personalised text for Sudbury Welcome Pack to Committee  | BC    |          |
| 12 | National's approval of the inclusion of point 7(iv) and (v) in our present constitution into the new Model Constitution. | JC    | ACTIONED |
| 13 | Group Leaders Meeting: <i>to be covered later in the meeting</i>   | JC    |          |
|    | Group Leaders take-away pack   | BO    |          |
|    | Group Leaders badges and invite  | JL    |          |

**Drop box omitted but Tony Lee has in hand**

Matters Arising from 11<sup>th</sup> January 2022 meeting

- |   |  |    |          |
|---|--|----|----------|
| 2 | Group Leaders Thank You: to move date to 29 <sup>th</sup> April with a change of venue |    |          |
|   | New venue booking  | JC | ACTIONED |
| 4 | Sudbury on Show: Promotional and display material                                      | BC |          |
| 5 | New Members Meeting:   |    |          |
|   | Questionnaire sheet with 8 February Agenda   | JC | ACTIONED |
|   | Draft invite   | BO |          |
|   | New member numbers from April 2020 to January 2022                                     | JF |          |

Chairman's Report

Previously circulated. In addition Brian reported that an issue had arisen with the Rugby Club; they were unhappy that a u3a group leader had turned up unannounced and asked for access to the storage, and did not have a key to the locked cabinet. Brian stated that the equipment stored there was primarily for the monthly meetings, and no unscheduled visits were allowed. Brian has smoothed things over with the Rugby Club, and the group concerned have now made alternative arrangements.

As the buses no longer run at a convenient time for the monthly meetings, Brian Hemmings has removed the link from the website.

It was confirmed that the August meeting will be at the Granary.

#### Treasurer's Report

Previously circulated. Tony will issue the budget for 2022 soon and reported that little had changed from the prediction.

#### Secretary's Report

The secretary had not tabled a report .

#### Speaker Secretary Report

Colette has contacted the speaker for the AGM meeting and confirmed the arrangements with them. She also reported that the speaker for March had changed.

#### Group Co-ordinator's Report

Previously circulated. Bruce had raised the question of the Sudbury dialling code being added as not all members live in the area. It was noted that it is included on the membership card and that there was not enough space to include it on every entry.

Tony reported that the Bridge group will be restarting soon. He also reported that he is hoping to start a new Spanish group soon.

A couple of other groups are still waiting to re-launch.

There was much discussion over the set up of one group as it was questioned whether it fulfilled u3a criteria. The numbers involved are small and the money charged seems to be more than to cover the costs of operation. It was also felt that a proper risk assessment had not been completed. The group must comply with u3a risk assessment and financial guidelines in order to operate as part of the u3a and be covered by our insurance.

Brian noted that there was a Group Leaders handbook which used to be issued to all new group leaders but this had not been updated since 2012, and was no longer being handed out. Whilst there is a general guide on the National website, it was decided that the Sudbury u3a booklet should be updated and given to all group leaders at the Group Leaders Meeting in April. Brian will circulate the existing booklet for comments, but the update needs to be done quickly. Brian will ask Jennie to update the handbook and Tony offered to assist.

All present were asked to look at the Groups list to see if any corrections are needed for the new membership card, and to forward any comments to Jennie and Brian.

#### Membership Secretary's Report

Membership stands at 839 to date. John asked for suggestions for the colour of next years membership card and pale blue was chosen.

Discussion followed on whether we should offer a concessionary rate to those who belong to more than one u3a. This had been done in the past but was not currently offered. The meeting voted to approve a concession by a 5/4 majority.

#### Webmaster's Report

Previously circulated. Brian reported that the date for the relocation of the web server is still unknown but will be sometime in February. He will try to tidy up our site before this happens. It is a

busy period with lots of changes and corrections to be made.

#### Communication/Publicity

Previously circulated. Bruce reported that he has been preparing a Powerpoint presentation of group activities for use at Sudbury On Show. He has also prepared reports for various Facebook pages in preference to local newspapers. He will print off a New Members sign at A3 size.

#### AGM – 22<sup>nd</sup> February

Brian circulated a document outlining the procedure for the AGM on 22<sup>nd</sup> February. The Committee will sit at the front, most have indicated they are willing to continue. Janet is standing down and Dorothy will take her place as Secretary. Janet is willing to be co-opted for another year to assist Dorothy and ease the transition to the new Secretary. Dee and Dorothy apologised in advance that they will not be at the AGM.

#### Sudbury on Show – 5<sup>th</sup> March

We have been allocated a 3ft table and will be able to connect to a power socket. There will only be room for a leaflet dispenser, new member forms, lists of groups, and the TV on which the Powerpoint presentation will run. Conrad Bentley will supply the TV and will also bring a cashbox and some change so that new members can join on the spot. The show runs from 10am to 3pm. Most of the Committee said they would be available to assist on the day, setting up at 9am and doing shifts throughout the day. Brian will draw up a rota.

#### Group Leaders Meeting – 29<sup>th</sup> April

Brian said that the venue for this has changed and is now going to be at 'The Hive', the old United Reform Church in School Street. The meeting will start at 12.30 so that afternoon groups can meet. The room is booked from 11.30am until 3.30pm. Janet has had a quote from the Bridge Project to provide a finger buffet for 50 at a cost of £9.60. Crockery and cutlery will be provided, and Janet will organize drinks and glass hire. Win May will provide a picture quiz. It was agreed that the meeting should be an informal 'thank you', without any speeches and a help yourself buffet. Brian was going to introduce the meeting but felt that this should be done by Jennie as Groups Co-ordinator. New group leaders are to get name badges and lanyards, others to continue with existing badges, and all group leaders are to get copies of the newly revised Group Leader's Handbook. Invitations requesting allergy advice and an RSVP need to be sent out soon. Jennie to send out invites.

#### New Members Meeting – 10<sup>th</sup> March

The meeting will take place in the Town Hall and start at 2.0pm, with setting up from 1.15pm. Brian said the Powerpoint presentation could be run at this meeting too. Display boards will also be used to promote groups activities so new members can see what is available. Janet is organising cakes and refreshments for members to help themselves upon arrival. Anita Floodgate and Lynn Gray have volunteered to assist on the day. Brian suggested a display table with examples of wood carving, book binding, painting, etc. and possibly other displays such as a games table. Invitations are to be sent to all new members who have joined since the beginning of April 2020, approximately 200 people, but we do not know how many will attend.

#### Policies

Brian had asked Richard to look at the policies on the website to ensure we have the right information on our website. Richard had circulated a list and links to policies on the National website but had not had any feedback. Richard would like to know if he has omitted anything or included anything that is not needed. We should have Sudbury specific policies and links to any relevant national policies.