

SUDBURY GROUP OF THE THIRD AGE TRUST
Minutes of the Executive Committee meeting
Tuesday, 10thDecember2019

Present: Anita Floodgate, Chairman
Janet Cruttenden, Secretary
John Freeborn, Membership Secretary
Sue Campbell
Dee Hoile

Brian Orton, Treasurer
Brian Hemmings, Webmaster
Colette Bentley
Nicola Godwin
Richard Thomas

In attendance: Tony Lee, Stephanie Lee

- 1) Apologies for Absence: Jennie Leech
- 2) Minutes of the Meeting held on Tuesday, 10thOctober 2019.
The minutes were adopted and signed by the Chairman as a correct record of the meeting.

Matters Arising:

- 9 Drop Box data permissions **ACTION: c/f**
 - 4 New Members event **covered in Chairman's report**
Revision of questionnaire **actioned and reclassified as feedback form**
Meeters & Greeters Sash **approved design with change of wording to welcome. Hold ordering for time being**
 - 5 Budget expenses & Equipment required by groups **covered in Group Co-ordinators report**
Group Leaders Workshop **covered in Group Co-ordinators report**
Asset Register– **Amplifier held by Speaker Secretary. Anita to contact Lyn Gray regarding 3 items believed to be held by her** **ACTION: AF**
 - 6 AGM Venue booking and cancellation – **St Peters booked from 3pm 25th to all day 26th. Rugby Club advised we would not be holding 26thFebruary meeting there**
 - 7 2020/21 draft Speaker programme - **ACTIONED**
 - 8 Non-paying members. **Brian O and John to check against recorded membership list**
ACTION: BO/JF
 - 11 Su3an production - **Anita has spoken to Jean who is now in communication with Keith.**
 - 13 Beacon – **agenda item 13**
 - 14a November monthly meeting - **ACTIONED**
 - c Tony Lee co-opting on agenda - **agenda item 14**
 - d Banner – photos, design **ACTION: c/f BC**
- 4) Chairman's Report
Previously circulated. Anita welcomed Stephanie to the meeting. She confirmed 35 members had attended the New Members Meeting and from this a number have offered help in given areas. The feedback had highlighted the issue of waiting lists and this was now being dealt with by Jennie.

5) Treasurer's Report

Previously circulated. No questions were raised on the accounts. Brian said that his records went back many years he proposed keeping records for 7 years and destroying all older material apart from Gift Aid forms. These will be gradually scanned in electronically. The committee considered the draft budget. It was agreed to reduce reserves gradually to one year's costs. Membership subscription to be reduced to £10 in April for the year 2020 and reviewed annually. This reduction to be announced and confirmed at the AGM. Prior announcement to be placed in January's Su3an. New members joining between, and including, January and March pay the new reduced annual membership charge of £10 which takes them through to the end of March the following year. New members joining in October, November and December pay a reduced charge of £8.00 and receive membership through to 31st March and then renew their membership on 1st April at £10.00. Existing members pay £10 on 1st April for their year's membership. **ACTION: BO**

John will amend all necessary paperwork to correspond with this change. **ACTION: JF**

Brian pointed out that Gift Aid will reduce as a result of lowering the membership subscription.

Response to Jennie's mail to Group Leaders for expenditure had resulted in several requests:- 1) table tennis bats and balls; 2) lamination of notices; 3) ordnance survey maps; 4) a laser pointer; 5) details of first aid requirements. The committee agreed requests 1-3 should be covered by group members. Funds would be made available for the laser pointer. Language groups like to have CDs to help with their pronunciation. It was agreed groups should fund these if required. Anita will check with the Rugby Club whether they had a First Aider on site. Steph suggested contacting St Johns to enquire about their first aid courses. Janet to action. **ACTION: AF/JC**

Internal and external risk assessments need to be done by Group Leaders

B/F Group Leaders' Workshop

6) Secretary's Report

Previously circulated.

Speaker Secretary Report

Colette had circulated the proposed programme which the committee agreed was well balanced and could be placed on the website. Brian O asked Colette to arrange that future speakers be paid by bank transfer rather than a cheque on the day. Anita thanked Colette and her team for producing a varied programme of speakers. **ACTION: BH/CB**

7) Group Co-ordinator's Report

Previously circulated. In Jennie's absence Anita briefly mentioned the position on existing, new and possible groups. The Delphi was a possible venue for carpet bowls if terms could be agreed. The factory will close in June 2020, although a buyer has yet to be found. Two regular users have dropped out although bookings are still being taken beyond June these may be cancelled. Tony was happy to speak to Jennie to further the formation of a History Group. **ACTION: TL**

Anita and Jennie had discussed dates for the Group Leaders' Workshop. The 12th and 19th March were suggested, but several of the committee were unavailable on these dates. Anita agreed to go back to Jennie to see whether 26th March was possible and if so whether the Town Hall was available. **ACTION: AF**

- 8) Membership Secretary's Report
Previously circulated. 817 paid-up members.
- Webmaster's Report
BH circulated the website hit sheet. Brian had nothing outstanding to report on, everything was running well.
- 9) Communications
Jean was unable to attend the meeting and did not have anything to report.
- 10) Network Matters
Tony said he had enjoyed the network meeting he attended. It was an excellent way to meet members of other U3As and talk about different ideas, etc. Meeting dates for 2020 are 15th May and 16th October. The Network study day/workshop for our region is 19th June. The Regional Trustee is stepping down and it is proving difficult to get a replacement.
- 11) Beacon Update
Thanks went to Richard for organising the Beacon demonstration. The committee discussed the way forward, noting that there was some pressure from National for U3As to sign up to the existing Beacon and then move to Beacon 2. It had been planned to launch Beacon 2 in April, but this had been moved back to May and could move out still further. It was agreed that the membership arm appeared to be working well and would benefit the Membership Secretary and Group Co-ordinator/Group Leaders, but finance still had problems and our questions regarding this had not been answered by John Hancock. The committee **AGREED** that there were still a number of problems to be overcome and questions to be answered and that now was the wrong time to go ahead and commit. Beacon progress would be closely monitored and if Beacon 2 was successfully launched with no insurmountable teething problems then we would look at committing in October 2020 at the earliest, or October 2021.
- 12) Co-opt Tony Lee onto the Committee
With Tony's agreement to join the committee and serve as Treasurer next year it was proposed by John Freeborn and seconded by Sue Campbell and **AGREED** unanimously that he be a co-opted member of the Executive Committee.
- 13) National U3A Day – 3 June 2020
Anita posed the question of what we wanted to do to mark this event. She said there was a small grant available. At the network meeting some U3As were joining with others. National's website had information and ideas and would be publishing more regularly. It was **AGREED** that we would hold an Open Day along the lines of our 2018 day. Bruce to be asked to publicise and record the day's events. Thursday 4 June would be more suitable to Sudbury and Anita will contact Jeff to ask whether it would be possible to move to the 4th. She will contact Hilary to ascertain if St Peters is available. Kettle & Fish provide refreshments on Thursdays and we would like them to keep to this day. Bring forward to February's meeting to arrange a working party. **ACTION: AF/JC**
- 14) First Aid
Covered under item 5.

15) General Data Protection Regulation

Anita thanked Richard for the work he had done on this to ensure that we were fully covered. The committee **AGREED** they were happy to receive an e-mail showing their details. All circular mails to members should be sent bcc.

16) Members Items / AOB

Anita advised the meeting that she was happy to continue as Chair for 2020 but would be stepping down in 2021. A Vice-Chair was needed who would become Chair in 2021. Two Vice-Chairs would ease the workload.

Janet said 2020 will be her fifth year as Secretary and she will be standing down in 2021.

Anita and other members of the committee had been to St Peters when the Christmas Tree Festival was on. This was a very worthwhile event and it was a shame the U3A were not represented. Sue volunteered to lead for our entry in next years' festival.

Brian H had mentioned the "What 3 Words" app when First Aid was discussed. He gave the committee further information on this app and how to access it.

Sue gave her apologies for non-attendance at the February meeting

There being no further business, the meeting closed at 11.55 a.m.

Date and time of next meeting

11thFebruary 2020 9.45 am for 10 am

Signed Date

Anita Floodgate, Chairman