

**u3a Sutton Bridge**  
**Executive Committee Meeting**  
Friday 22 July, 14.00 Market House, Long Sutton

**Minutes of the meeting.**

1. Apologies for absence : LF SP
2. Minutes of the last meeting 23 June 2023 : amendment made to record.
3. Matters arising :

Welcome potential new committee members

Mary and Christine joined the meeting, along with Chris Livesey and the Committee members were introduced. Tony Dyer was welcomed as the website manager. Thanks to Chris for sending out the breakdown of Committee roles to members and to MSC for compiling the material.

Meeting at Market House 1 August

PR will ask SP to check supplies of coffee, tea and biscuits and to supply milk. Very favourable feedback received about last month's Quiz and thanks go to SP and her team. Speaker arranged, Bernard Bale talk called 'Hot off the Presses'. He will bring his own equipment. Chris L would like confirmation that nothing else is required. JS will check. PA system will be available anyway. Newsletter will go out slightly earlier to include details of the speaker.

Notice Board and Publicity

Chris L will bring notice-board to meeting. Nothing for the board.

JS has received examples of advertising posters from MN. MSC gave FH-T advert in local press about Wisbech u3a. FH-T will revamp information poster already designed and will liaise with JS and PR to have publicity material ready for the next meeting. FH-T happy to undertake publicity drive by means of flyers, notices in shops and other locations and would prepare a press release provided there were pictures and a 'story'. MSC mentioned seeing car window sticker publicising u3a.

Auditor and Accounts Update

Audited accounts for 21/22 and 22/23 still needed. See ahead to item 6.

Vacant Committee positions in September:

Secretary, Treasurer, Interest Group Co-ordinator, Vice chair

Both visitors, Mary and Christine, keen to use their time and skills for the benefit of Sutton Bridge u3a and the various requirements of different roles discussed. Mary's interest would be in the role of Secretary whereas Christine felt unable to take on any of the roles becoming vacant. The tenure of posts laid down in the national constitution was discussed.

Preparations for September's AGM

Statements of accounts for this year and last have not been signed off. The invitation and agenda need to be circulated by 10 August ie 21 days before AGM. Minutes of last year's meeting need to be agreed at the meeting. Time scale tight. FH-T will make contact with auditor as soon as possible and PR will check latest position with LF. Mary has kindly agreed to take the minutes at the AGM in AL's absence.

It was generally agreed that the role of Treasurer is a key position and specialist role, unlikely to be assumed by someone without experience. MSC also pointed out the

issue of signatories as she and LF would no longer continue as such. How to recruit a new treasurer was discussed but not resolved.

Website control and update

Tony Dyer will manage the website and aims to get in touch with everyone who 'owns' a section of the website. Links need to be sorted and out of date material eg Covid information will be removed. PR will scan signed Committee minutes and send them to TD to upload.

Curlew Centre/Market House update

New arrangements in place and included in last Newsletter. Music licence situation still needs clarification. FH-T will check with Curlew and PR with Market House.

U3a annual return form completion?

LF may have received this. PR will enquire.\_

4. Chair's report : statement for AGM will be sent out before end of July.
5. Secretary's report : already discussed.
6. Treasurer's report : Balance stands at £3,899.58 in bank which includes £314.67 grant money and £159 in social fund. LF has supplied statement of accounts which PR will scan and send.
7. Interest Group Coordinator's report : none
8. Speaker Secretary's report : August's speaker - Bernard Bale is charging £110 and would like cash. JS will ask for signed receipt. September's talk will be given by Linda Scholes, 'Around the World in 23 years'. Fee £101 including travel. October tba and October Sue Jakeman talking about her Aunt, Peggy Spencer. Fee £55 without travel. JS looking to plan Christmas entertainment in August. Chris L keen to include details about speakers in Newsletter and in local press to encourage visitors/new members. JS will source printed material in colour.
9. Membership Secretary's report : 2 new members being processed. All non renewals are now classified as 'lapsed'. Discussion around protecting members' personal information. MSC questioned acceptability of Committee members other than the Membership Secretary having access to members' data. The membership form states information is shared with National Office. Unless there is a clear 'need to know' therefore, committee members should not hold copies. It constitutes a breach of data protection if they do.
10. AOB : None

The meeting closed at 15.50

Next meeting : Friday 18 August 2023 at 14.00

Distribution : MSC, MB, LF, SP, FH-T, MN, MR, JS, PR, TD, AL