

**u3a Sutton Bridge**  
**Executive Committee Meeting**  
Friday 20 October 2023, 14.00 Market House, Long Sutton

**Minutes of the meeting**

1. Apologies for absence : CR  
PR welcomed Sue McLaughlin to the meeting who joins the Committee as the Interest Group Leaders' Coordinator.

2. Minutes of the last meeting 25 September : approved

3. Matters arising :

Informing National Office

MM has informed National Office about newly elected committee.

Outstanding Annual Return

ED will be able to send this to National Office as soon as he has obtained the necessary signatures.

Preparations for November meeting at the Market House

SP will provide milk and biscuits, all other supplies in hand. Tea pots and insulated jugs might be used going forward to make serving of refreshments more efficient.

PR will inform Market House of any changes to current arrangement. Various ways of further improving the system discussed. Speaker organised. Tickets for the Christmas Social will be on sale.

Christmas Social arrangements

PR has produced a poster advertising the event which will be published in the Newsletter after suggestions made by the committee were noted. Tickets will go on sale for £2 at the November meeting. Members not attending can reserve through PR and SP to collect at the door. One ticket number will be drawn for a prize and there will be a separate raffle. MSC requested that any raffle donations should be brought to the November meeting and she will purchase any necessary additions. All relevant details about food, drink and entertainment will be included on the poster. SP has refreshments organised and tables will be set out in the morning along with decorations to supplement any already there. Help would be appreciated. Last year's crackers plus extras will decorate the tables. PR and ED will be at the door to take reserved ticket payments and MR and EH will register arrivals as usual.

Lost constitution

A hard copy now with MM. MN has digital copy of same document which he will forward. TD will upload on to website.

Publicity/posters/flyers

It was suggested that posters advertising general meetings, as well as going into the Newsletter, could be distributed to well attended local activities taking place at church halls in Long Sutton and Sutton Bridge. Sadly an article in 'The Voice'

wrongly

attributed a report and photo of October's meeting to the Men's Shed and not u3a.

Mandate Form from TSB

This needs to be read and signed by PR and MSC in order for Lesley Ford's name to

be removed and replaced by ED's.

#### Next Year's Meeting Dates

Dates for general and committee meetings 2024 agreed. General meetings continue on the first Tuesday of the month apart from January when there is no meeting and committee meetings continue on the third Friday, with no meeting scheduled for December.

#### Renewal Form Amendment

ED's name will replace LF's. PR will make change and circulate copies. TD will upload on to website.

#### Beacon training/access/policy

MM, SM, EH, ED and CR will all require Beacon training for their roles on the Committee. This will be done by MN at Market House. Time and date to be arranged.

4. Chair's report : PR to attend a WAFF (Wash and Fenland Forum) meeting on 30 October. This has proved a useful u3a link in the past and PR will report back.
5. Secretary's report : nothing to add to comments made above.
6. Treasurer's report : ED provided an overview of the situation since becoming Treasurer with a detailed breakdown of finances. He repeated his frustration that 4 weeks had been effectively lost during the changeover, making his task harder. The committee discussed how at future AGMs, committee roles should be allocated instead of waiting until the next committee meeting. This would ensure that training was organised promptly and the membership would meet their new committee straightaway. ED has now had meetings with PR and LF. The Annual Returns form has been problematic and ED urged anyone submitting cash or cheques, that are to be forwarded to Accounts, to put them in a bank bag or envelope with full itemised details of the contents. This would eliminate the difficulties he has encountered trying to trace sums unaccounted for. He was surprised there was no separate section in the Accounts for the Social Fund and it currently is included in the general account. There is a total of £503.69 in the social fund at the moment. MSC mentioned the particular financial circumstances of the History Group, which will need further consideration. The Bank Statement of 1 October showed £3602.96 in credit and after payments, the balance stood at £3340.64 on 19 October. Petty Cash of £43.00 in hand.
7. Interest Group Coordinator's report : MSC will initially explain how the groups operate at the next general meeting by guiding SM through the system of signing up sheets.
8. Speaker Secretary's report : November - talk about Peggy Spencer by her niece. JS will have updates about February and March next time.
9. Membership Secretary's report : MR and EH will produce a monthly printout of membership statistics. There are currently 110 members, of whom 10 are associate. 96 of them have email. At the last general meeting there were 37 members and 13 visitors, 1 of whom joined. MR will bring lanyards to next meeting for members to purchase (£1).

10. AOB : F H-T has list of u3a merchandise. CR will take over compere-ing from JS at next meeting. MSC said that 'meeters and greeters' are needed at meetings.

The meeting closed at 15.55

Next meeting : Friday 17 November 2023 at 14.00

Distribution : ED, EH, CR, MM, MSC, SP, FH-T, MN, MR, JS, PR, TD, SM, AL