

Minutes of Committee Meeting
18th January 2024
9 Lloyd Taylor Close, Little Hadham, SG11 2NB

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| Present | Linda Ketteridge – Vice Chair - LK Ken Blethyn / Treasurer – KB Pam Archer / Secretary - PA Anne Willett / Events Co-ordinator – AW Dave Willett / Minutes & Comms – DW John Bailey / Asst. Treasurer – JB Tom McNeeney / EDI Officer - TM Linda Maxwell / Speaker Co-ordinator LM | Action |
| Apologies | Annie Compton / AC Nigel Varnum / NV | |
| Minutes of PM | Accepted and signed | LK |
| Matters arising | Visually Impaired Training Sessions – unlikely to run at present. TM to approach all Group Leaders via AC to try and secure more support for this. | TM & AC |
| Agenda | | |
| Committee | Covered by agenda items | |
| Membership | <ul style="list-style-type: none"> 602 members now – 10 since Christmas. | |
| Finances | <ul style="list-style-type: none"> End of Year accounts – Discrepancies have been resolved. It seems that some cheques were paid in different financial years. Trustees Report can now be finalised. Gift Aid reimbursement from HMRC has arrived - £1439 KB added that it costs a total of £8.60 per member each year. This includes TAT subscription of £4.00, TAT magazine £3.60 and Beacon subscription of £1.00 per member. Hall hire, Speakers, refreshments and administration all have to be paid from the remaining £6.40 of the membership fee. Funds for Groups – we have established a good principle here. Our careful housekeeping has made funds available to help some groups with equipment and hall hiring. In the new financial year we may be able to offer money again but we continue to work on the principle that groups should be self funding. Bank mandate update – KB will do this once the Charity Commission has responded to our constitution update. | KB DW JB KB All Ctte KB KB |

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| | <ul style="list-style-type: none"> • Mystery payment has been solved. Four responses of help led to KB identifying this person, and 'closing the case'. | |
| Secretary's Report | <ul style="list-style-type: none"> • Eligibility forms yet to be signed • Charity Commission updates almost complete • Agendas – will now be done by DW • Minutes and Speakers completed, and will now be put on Google Drive | PA JB LM & DW |
| Groups | <ul style="list-style-type: none"> • Seated Exercise – will continue to be advertised in the monthly email. AC to contact Gp Leader and consider asking other u3a's if they are interested. • Lip Reading – will not run at present. DP unable to commit to running the group. Ctte to review situation. • Supper Club 2 – AC has recently set this up. There is now a new date for this group to meet, the fourth Friday of each month. <ul style="list-style-type: none"> ○ AC to inform all members ○ DW to inform David Aitken of this change for the website • French Group – some confusion over whether the group is full or not. AC to contact Gp Leader. David Aitken will be asked to update the website if necessary. • External groups and insurance – Zumba/Yoga/Pilates. PA to investigate and inform DW. This may mean that one or more of these groups will no longer receive any communications from us. | DW & AC Ctte AC DW AC PA & DW |
| EDI | <ul style="list-style-type: none"> • TM is investigating a canal trip for people with disabilities. It is called Canalability. | TM |
| Events & Activities | <ul style="list-style-type: none"> • New members coffee morning – agreed that this should be held as there are 63 new members. Date – Wednesday 21st February, Thorley Community Centre, 10.30 am to 12.30. AW will invite these members. Details to follow, and arrangements can be explained at the next meeting. | AW |
| Calendar Check | <ul style="list-style-type: none"> • KB has drawn up a new calendar for 2024. Tasks to be done are currently up to date. <ul style="list-style-type: none"> ○ As we continue to move away from paper, DW will ask all members if they wish to forego the paper TAT magazine, and read it on line. | KB DW |
| Communications | <ul style="list-style-type: none"> • February email – It was decided to send out monthly email on the Thursday before the Monday meeting, in order to give members a bit more time to read all the important news. But, we will review this | LK KB |

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| | <p>decision in the near future. DW will send draft email to LK and KB on the Monday before. A proof-read version will be sent back to DW to update by Wednesday, before he sends it to members on the Thursday.</p> <ul style="list-style-type: none"> ○ Chair's letter – to go in- LK to write a few words. LK will also begin the process of recruiting a new Treasurer for next year, and of encouraging others to consider joining the Ctte in the future. This might be achieved by 'shadowing' somebody during the year. We need members 'to step up' and we should consider ways to achieve this. ○ Flicks Trip -Liz Happer – leave in with update on places ○ Weston -super-Mare holiday – leave in ○ Holland holiday – leave in – DW to check numbers so far from Maggie Bennett ○ Seated exercise group – leave in ○ New Craft Group 2 article – leave in ● Key Communication decisions – <ul style="list-style-type: none"> ○ Communications Group will now be – <ul style="list-style-type: none"> ● Terri Rhoda - TR – Events Diary ● Nigel Varnam – NV – Single point of contact with David Aitken ● David Aitken – DA – Group information on website ● Ken Blethyn – KB – Ctte documents, trips and events on the website ● Dave Willett – DW – Communications and monthly email ● Richard Masters – RM – Rolling display at meetings ● Ian Hudson – IH - Newsletter ○ DW to email all Group Leaders via Beacon to explain that we are actively looking at ways to improve all of our communications. We would like all Group Leaders to contact Terri Rhoda first of a planned holiday/trip/event. This will avoid any possibility of a clash of dates. Terri will inform DW/RM/others in the Comms Group, for publicity in the email and the rolling screen at the monthly meeting. | <p>DW</p> <p>DW</p> <p>DW</p> <p>DW</p> <p>DW</p> <p>DW</p> <p>DW</p> |
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| | <ul style="list-style-type: none"> ○ DW to request all group Leaders for publicity for their groups, a proposed holiday/trip/event as above, and information about a change of date/venue etc. All of this will then go into the next email. Group Leaders will also be asked to look at the website and supply up to date information on their groups including whether their group has vacancies. ○ DW will also send to all members a poster, if necessary, advertising details of the holiday/trip/event. ○ DW will continue to write Minutes of Ctte meetings and put them on Google Drive after they have been signed. ○ DW will take on drawing up the Agendas for Ctte meetings. | |
| AOB | <ul style="list-style-type: none"> ● We agreed at the last meeting that it is important for Committee members, both new and old, to have good IT skills. KB gave us a tour of GMail and Google Drive. We agreed on his recommendation that we should all be able to access every account, put minutes and documents on the Drive, have access to all other records for reference as well. We agreed again on the need to move away from using paper. KB to liaise with Nick Ambrose about doing this. | Ctte KB |
| Meeting closed | <p>12.30 pm</p> <p><u>DONM - Thursday 15th February 2024 10am</u></p> <p>This meeting will be held at Ken's house. Future venues to be decided. Address is – 38 Parsonage Lane, Bishops Stortford, CM23 5BG</p> | |

hinda Ketteridge
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