

u3a

Thorley

Registered Charity No 1182852

John L. 19/10/23

Minutes of Committee Meeting
21st September 2023
Black Cottage, Butlers Hall Lane, Thorley, CM23 4BL

Present	Carmen Konopka / Chair – CK Sue Warren / Vice Chair - SW Ken Blethyn / Treasurer – KB Pam Archer / Secretary - PA Roger Doughty / Membership Secretary – RD Anne Willett / Events Co-ordinator – AW Dave Willett / Minutes & Comms – DW John Bailey / Asst. Treasurer – JB Tom McNeeney / EDI Officer - TMc Linda Maxwell / Speaker Co-ordinator LM Nigel Varnam	Action
Apologies	Diana Austin / Groups Co-ordinator - DA	
Minutes of PM	Accepted and signed	CK
Matters arising	New Chair, Vice Chair, Groups Co-ordinator for 2024 – ongoing. CK to make another request at the next monthly meeting and via the monthly email.	CK
Agenda		
Committee	<ul style="list-style-type: none">Nigel Varnam was present as a potential committee member.Constitution – CK / JB / AW have finalised our amendments to the u3a Model Constitution. It has gone to Barbara Cordina, the regional TAT trustee, to steer it through TAT approval and to advise whether it also needs to be approved by the Charity Commission.	CK
Membership	<ul style="list-style-type: none">Now 621 members with 203 still to pay their subs. A final reminder will be sent out to pay subs.	RD

Finances	<ul style="list-style-type: none"> • These are in good shape. Members' Riviera Travel bookings have secured £1500, with another £500 later in the year. We have also saved money by not renewing the Zoom licence, changing bank accounts and continuing to use the less expensive Charis Centre for our monthly meetings. Membership numbers have also increased. • Agreed not to reduce subs because we are unable to forecast how much will be received from Riviera Travel and because of the practical complications caused by a subs reduction – ie members continue to pay at the old rate and need refunds. • Requests for funds for groups – approved unanimously were funds for equipment for – Table Tennis/Mahjong/ Bridge/Recorders. • Also funds agreed for the Tech support PA system – a stand / jack plug lead if needed / holdall for stand and leads – about £45. • Also agreed that offers for funds will only be made until the end of October. This will be in the October email and announced by CK at the next monthly meeting. • Possible use of these extra funds next year – more expensive and better speakers for 2025 onwards. All agreed. • Excess funds from completed trips – KB proposed, and agreed by all, that the money goes into a 'pot' for the trip organiser and then be used to reduce their next trip by a few pounds per person to use up this money. • Links to transaction data on accounts spreadsheets. KB has set this up with a link. Budget holders and committee members can now see their up to date accounts, including online banking payments. 	<p>KB</p> <p>Ctte</p> <p>Ctte</p> <p>DW to order</p> <p>CK</p> <p>Ctte</p> <p>KB</p> <p>KB</p>
Meetings	<ul style="list-style-type: none"> • Programme for 2024 has been published by LM. KB has added a synopsis and photo of each talk to the website. 	LM
Groups	<ul style="list-style-type: none"> • Walking Football has been discussed before as an idea but there is not the interest at present. Liaison with BS u3a showed 3 might be interested. A Thorley member has offered to referee. This remains unviable at the moment. • Leader's concern about social prescribing – see below with EDI • Zumba concerns which relate to our previous discussions about non-members taking part in any groups. The paid tutors holding exercise classes must have PL Insurance. PA as sent 3 requests for proof of insurance CK to ask DA to investigate. 	<p>CK</p> <p>CK</p> <p>DA</p>

Events & Activities	<ul style="list-style-type: none"> • Quiz Night - Saturday 28th October - AW is gradually taking bookings and filling up tables. We agreed to allow spouses/partners who are non-members to attend, but not large groups of non-members. • Christmas Lunch – Monday 4th December. Cost will remain £33 per person, despite the requested menu changes, and will include a reception drink. We will sell tickets for £35 – this together with raffle profit should cover all costs, including 10% tip for staff. <ul style="list-style-type: none"> ○ AW to organise seating plan in tables of 8/9/10 ○ Further details will go in October email ○ CK to send separate email with menu and order form to all members ○ JB to do the spreadsheet of orders ○ CK to announce this at the October monthly meeting ○ Pam to take bookings at October meeting - will need help • New Members Coffee Morning – We have 31 new members since 14th March. We agreed to keep the momentum going and hold this in 2023 on Thursday 2nd November – booked 10.45am to 12.45 at the Thorley Community Centre, invitees to come at 11.00am. AW to begin planning. 	<p>DW KB</p> <p>AW CK CK</p> <p>JB CK PA</p> <p>AW</p>
Communications	<ul style="list-style-type: none"> • October email decisions <ul style="list-style-type: none"> ○ Chair's letter – yes ○ Revised Newsletter appeal – delete ○ Events and Trips <ul style="list-style-type: none"> ▪ Add to Quiz Night details ▪ Moulin Rouge – leave this in ▪ Christmas Concert – leave this in ▪ Bishops Stortford u3a Trips – delete ○ Annual subs – to be revised ○ Bank details – leave this in ○ Funds for Groups - to be revised ○ New Members Coffee Morning – add ○ Christmas Lunch – add more details 	<p>CK</p> <p>DW DW</p> <p>DW DW</p> <p>KB DW CK</p> <p>DW</p> <p>DW</p>
Future events	<ul style="list-style-type: none"> • Liz Happer's Flicks Trip – This will be for 2024 instead. • Richard Master's Airbus factory visit to be discussed further if it is going ahead. 	KB

Calendar check	<ul style="list-style-type: none"> • Trustees Annual Report for Charity Commission • Summary of Accounts for Charity Commission • Gift Aid claim for 2022-2023 to be made 	CK KB JB
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AOB	<ul style="list-style-type: none"> • Neighbours' Coffee Morning for Monday 30th October to be organised by BS u3a, at Thorley Community Centre, 10.30am. CK asked who could attend – CK, SW, JB, KB, RD, DW and LM said they could. • EDI – TMc produced some ideas for us to discuss. • One group leader had been in touch with concerns about her group being sent people referred by a 'social prescription' from the Community Wellbeing Support Officer at the East Herts 'Healthy Hub'. She is happy to help where possible, but has been advised of our policies as a membership organisation – see below. <ul style="list-style-type: none"> o We noted that our Accessibility Policy (which is based on TAT's recommendation) state that our u3a is a membership organisation and not a service provider, that we should make reasonable adjustments to assist people, but that there will be certain needs we will not be able to accommodate. TMc o The committee was reminded that Thorley u3a has an Equality, Diversity & Inclusion Policy (based on TAT's recommendation) Both this and our Accessibility Policy are on our Cloud storage. o We agreed that we should do all we can to accommodate any less able members. Also many groups and holiday/trip organisers go out of their way to assist. o CK said she believes concrete proposals are the way forward, rather than general discussions. o Rather than having 'reserved' notes on front-row seats, SW to again brief meeters and greeters to ensure people can be found suitable seats. They can ask other members to move if necessary. SW o TMc to investigate holding a seminar/training session available to all members on how to guide people with sight problems. He is in touch with VIP (Visually Impaired Person) and the RNIB may also be able to help. TMc to bring costed proposals to the next committee meeting. VIP may also be able to refer members to us. TMc o There is a hearing loop at the Charis Centre. CK to write a piece about this for the monthly email and to explain at the next meeting where the best place to sit is. CK o One member has recommended a tutor for Lip Reading and Coping Strategies for the deaf. CK to ask that member to set up an experimental group for 4 two-hour sessions to see if there is interest from our members, with a view to it becoming a permanent self-funding group. Financial help to help it set up to come out of our surplus funds, though members will still pay a sub to attend. CK <p>TMc urged a slow approach to all the above, but stressed that we do need to be more aware of how to accommodate members with particular problems. It is something that may become a bigger issue in the future with more people living longer, and having to live with physical and other 'health issues'.</p>	
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Meeting closed	12.10 pm <u>DONM - Thursday 19th October 2023 10am</u>	
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