

**Minutes of Committee Meeting**  
**19<sup>th</sup> October 2023**  
**Meadow Cottage, Butlers Hall Lane, Thorley, CM23 4BL**

Present	Carmen Konopka / Chair – CK Ken Blethyn / Treasurer – KB Pam Archer / Secretary - PA Diana Austin / Groups Co-ordinator - DA 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 Annie Compton / AC	Action
Apologies	Sue Warren / Vice Chair - DW Roger Doughty / Membership Secretary – RD Nigel Varnam / NV	
Minutes of PM	Accepted and signed	CK
Matters arising	On the agenda	
Agenda		
Committee	<ul style="list-style-type: none"> <li>AGM preparation – NV is willing to stand as Chair, LK as Vice Chair and AC as Groups Co-ordinator. Other members could also stand for election if they wish. CK will send out nomination forms and job descriptions for these three posts on 1<sup>st</sup> November. Our constitution says nominations must be in 28 days before our AGM/elections on January 8. CK also noted that we could have one extra Ctte member, a post without portfolio. We could also have an extra Vice Chair, something to consider during 2024. Both of these ideas are a good way to recruit Ctte members in the future.</li> </ul>	CK
Membership	<ul style="list-style-type: none"> <li>632 members now registered. 482 have paid their subs. 139 have not responded to the request to renew subs. 35 more members have paid compared to Beacon records. JB and KB to investigate.</li> </ul>	KB JB
Policies	<ul style="list-style-type: none"> <li>We have 8 official policies on our Cloud. They have not been renewed since 2021, so CK will revise them and email them to Committee for approval. There is no Finance Policy and CK suggested that we adopt the u3a Model one. This will also be emailed to Committee for approval.</li> </ul>	CK

Finances	<ul style="list-style-type: none"> <li>• These remain in good shape. Year end accounts look healthy. Another £500 from Riviera Travel will arrive soon, and there will be another £500 in 2024 from other members who are going on a river cruise.</li> <li>• Bank signatories – We currently have 4 bank signatories, CK/SW/KB/JB. In January CK and SW will stand down. PA has agreed to be an additional signatory from next year. The next Chair should also be a signatory. See the Finance Policy for eligibility to be a signatory.</li> <li>• Gift Aid – change of bank to be noted on next return</li> <li>• Recent fraudulent Direct Debits from our account, £35 and £18. KB has contacted bank and stopped these payments. Direct Debits have now been disabled from our Current Account.</li> </ul> <p>One Speaker has not provided an invoice. KB emphasized that we cannot pay anything without one, even if it is only an email.</p> <p>A member suggested that groups receiving funding should have to run a table at meetings. It was agreed not to ask for this. However, any group which wants a table at meetings is welcome.</p> <ul style="list-style-type: none"> <li>• Funds agreed for the Tech support PA system – a stand / holdalls for stand/ leads /microphones – about £40. These have now been bought.</li> </ul>	<p>KB</p> <p>CK</p> <p>JB</p> <p>KB</p> <p>LM</p> <p>DW</p>
Groups	<ul style="list-style-type: none"> <li>• Zumba – It was agreed that this will now be a private group, and not a u3a group. This will be explained in the December email to members with an article from CK. DA to contact the tutor to explain that she is breach of our conditions.</li> <li>• Lip Reading – DP will organize this new group for 4 sessions at first, for which u3a will make a financial contribution, the level to be decided when DP has given us costings. Attendees will also pay during this period. After the 4 weeks, the group must be self-funding. He will hire a hall as well. 9 people are currently interested who will pay for each session, possibly £8 pp. Article to remain in email to publicise this again.</li> <li>• Line dancing – several people are interested. The organizer, Helen Nicholls, already does this for two other u3s's. Venue to be Bishops Park on a Friday morning. CK to write article for next email, and provide information for the website.</li> <li>• Seated exercise group – This new group will be Thursday 11.30-12.30 at Havers Community Centre. Taster session to be possibly 23<sup>rd</sup> November, with a start date for January. Possible cost - £5 pp. DA to write an article for the next email, and draft information for the website</li> </ul>	<p>DA &amp; DW</p> <p>DP &amp; DW</p> <p>CK &amp; DW</p> <p>DA &amp; DW</p>

Events & Activities	<ul style="list-style-type: none"> <li>• Quiz Night - Saturday 28<sup>th</sup> October - Fully booked up. Quiz ready, food ordered, prizes of bottles of wine bought as well.</li> <li>• Christmas Lunch – Monday 4<sup>th</sup> December. Cost will be £35 per person and this will include a tip for staff at the venue, and cover all the raffle prizes. 114 have booked and paid with 6 others interested. The golf club could take a maximum of 140. <ul style="list-style-type: none"> <li>○ AW and CK to organize seating plan in tables of 8/9/10</li> <li>○ CK will also visit the golf club re table layout.</li> <li>○ KB to print place names</li> <li>○ Raffle prizes to include – wine (red/white/rose), M&amp;S voucher, chocolates, biscuits, and a meal from GHGC if AW can secure this from the golf club again.</li> <li>○ Tickets will again be sold at the November meeting by PA &amp; CK, bearing in mind that there are only about 20 left. November 10<sup>th</sup> is the deadline for booking. <u>JB stressed that we need to inform members (via the monthly email) that tickets are only confirmed when bookers have received a confirmation email from JB.</u></li> </ul> </li> <li>• New Members Coffee Morning – planned for 2<sup>nd</sup> November. There has been a poor response, so this has been cancelled.</li> <li>• Seminar training on sight issues – Monika Hills will run these sessions in her home. Cost and dates to be checked by TM</li> <li>• U3a Neighbours Cluster meeting to be hosted by Bishops Stortford. Start time now 11.30am.</li> </ul>	<p>DW KB</p> <p>AW&amp; CK KB AW</p> <p>CK</p> <p>CK TM</p>
Communi- cations	<ul style="list-style-type: none"> <li>• November email decisions – email to go out to members on Saturday 4<sup>th</sup> before the monthly meeting on the 6<sup>th</sup>. DW will add/amend the following list over the next 2 weeks before it is sent to CK/SW/KB for proof-reading. <ul style="list-style-type: none"> <li>○ Chair's letter – yes</li> <li>○ Retain the October text about Monthly meetings with information about the hearing loop.</li> <li>○ Retain the entry about the November 6<sup>th</sup> speaker. "Monday 4<sup>th</sup> December Christmas Lunch. No meeting at the Charis Centre"</li> <li>○ Christmas Concert – to be left in with additions and poster</li> <li>○ Annual Subs – stronger reminder to be included</li> <li>○ Bank details – to be left in</li> <li>○ Christmas Lunch details – deadline for bookings will be Friday 10<sup>th</sup> November. Please note that bookings are not</li> </ul> </li> </ul>	<p>CK</p> <p>DW</p> <p>DW</p> <p>DW</p> <p>CK &amp;DW</p> <p>DW</p> <p>DW</p>

	<p>confirmed until you have received a confirmation email from John Bailey.</p> <ul style="list-style-type: none"> <li>○ Weston-super-mare holiday – leave in</li> <li>○ Christmas lights 12<sup>th</sup> December – leave this in. This is now sold out. WAITING LIST TAKEN</li> <li>○ Holland holiday – leave in – DW to check numbers so far from Maggie Bennett.</li> <li>○ Lip reading – leave in</li> <li>○ Line dancing – CK to write article</li> <li>○ Seated exercise group – DA to write article</li> <li>○ Sight issues – TM to write article</li> <li>• Zumba update – CK to write article</li> </ul>	<p>DW</p> <p>DW</p> <p>DW</p> <p>DW</p> <p>CK</p> <p>DW</p> <p>TM&amp;DW</p> <p>CK</p>
Calendar check	<ul style="list-style-type: none"> <li>• Everything is up to date</li> <li>• Trustees Annual Report prepared by CK – all agreed this was a comprehensive report which reflects well on our u3a. To be submitted to Charity Commission when the accounts have been audited.</li> <li>• PA to email all meetings dates to Committee</li> </ul>	<p>CK</p> <p>PA</p>
AOB	<ul style="list-style-type: none"> <li>• PAT testing report yet to be passed on by RM to PA.</li> <li>• CK to chase progress of new Constitution with TAT.</li> </ul>	<p>PA</p> <p>CK</p>
Meeting closed	<p>12.15 pm</p> <p><b><u>DONM - Thursday 16<sup>th</sup> November 2023 10am</u></b></p>	