



Registered Charity No 1182852

Minutes of Committee Meeting

16th November 2023

Meadow Cottage, Butlers Hall Lane, Thorley, CM23 4BL

21/12/23

[illegible]

	<p>have access to the Charity Commission website but do not have authority to change the main contact.</p> <ul style="list-style-type: none"> • Membership Secretary position to be taken on by AW for the next year with PA to help as well. It was agreed that this role is difficult and needs somebody with the ability to take this on in the future. • CK pointed out that with the new Constitution, we can have up to 12 elected members plus a further 3 co-opted members. Also people can take on jobs without being committee members. NV and Ctte to consider this in 2024. 	<p>AW</p> <p>NV</p>
Membership	<ul style="list-style-type: none"> • An audit of online payments is being carried out. 99 members may not have renewed so far. A letter will be sent to these members requesting they renew asap, and informing them that they will become lapsed by the end of the month. We MUST know exact membership number as we have to pay £9 per member for TAT Subscription, TAT magazine and Beacon subscription. • Group leaders who use Beacon will get an email to say which of their members have been lapsed, that they will no longer be able to contact them via Beacon, and that they should not be included in group activities. • Group leaders who do not use Beacon to be told that it is their responsibility to check that their members are paid up. • If 99 members are lapsed, membership will be down to 537. • Note that AW now has the generic Membership Secretary email address. 	<p>KB JB & AW</p> <p>KB & AW</p> <p>KB & AW</p>
Policies	<ul style="list-style-type: none"> • CK had circulated updated policies recommended by TAT to discuss and adopt. The following new and updated policies were agreed with the amendments suggested by CK when she circulated them: <ul style="list-style-type: none"> ○ Accessibility-Policy ○ Complaints Procedure ○ Disciplinary Procedure ○ Data Protection Policy – Note that Barry Maxwell volunteered to be Data Protection Officer ○ EDI Policy ○ Financial Policy - new ○ Member Code of Conduct - new ○ Trustee Code of Conduct - new ○ Privacy Policy ○ Safeguarding Policy – new – a policy we must by law have. 	<p>CK</p>

	<ul style="list-style-type: none"> ○ The Grievance Policy has been dropped as it is no longer recommended by TAT. ○ All these policies will now be put on the Cloud and our website. CK will also write a piece for the monthly email to inform members where the policies can be found. 	
Finances	<ul style="list-style-type: none"> • SW has returned her Debit Cards. We have 4 Debit Cards for each account. Authorised signatories to be finalised soon. These will likely be – Chair/Vice Chair/Treasurer/ Business Secretary • End of Year accounts have been submitted to Mansell & Co. • Requests for funding – new scarves for Choir. £100 pounds agreed for our Thorley U3A Choir members. • Table tennis balls - £50 agreed for the two other groups yet to benefit. • Remaining excess funds will now go to groups who hire halls/rooms, and to consider better/more expensive speakers, though speakers are booked to the end of 2024. • Gift Aid update – worth £1200 pa. JB and KB to resolve access to website so that they can check the correct bank account is on it. • Quiz Night balance – likely to be a £6 loss, not an issue. • Moulin Rouge trip. A discount of £10 pp. was given to avoid excess funds building up on completed trips. 	KB KB CK TM KB & JB KB & JB
Groups	<ul style="list-style-type: none"> • Lip Reading – DP has 17 enquiries to join this group. • Line dancing – first session due on 24th November with 21 interested members. • Seated exercise group – Only 3 interested so far. This may be offered to another u3a. • Table Tennis Group 1 – new leader Andrew Collar. • History Group. Sue Cranston has now stood down. Possible new leader interested in taking over. • Craft Group 2 – AW has just started this new group, 3 so far attended the first session. • IT Group – David Aitken needs more publicity. Annie Compton to ask him for more information to help do this next year. 	DP AW AC
Events & Activities	<ul style="list-style-type: none"> • Christmas Lunch – Monday 4th December. 120 have now booked. Arrangements well underway. AW to send reminder to everybody with details the week before. <ul style="list-style-type: none"> ○ AW and CK to organize seating plan in tables of 8/9/10 	AW

	<ul style="list-style-type: none"> ○ CK will also visit the golf club re table layout. ○ KB to print place names ○ Raffle prizes sorted ○ CK and PA to bring raffle tickets and drum. PA, LK and LM said they would sell raffle tickets. They need to arrive at 11.30am. ● Seminar training on sight issues – Monika Hills will run these sessions in her home. First date - 10th January. 	AW & CK & KB & PA & LM & LK TMc
Communi- cations	<ul style="list-style-type: none"> ● December email decisions – email to go out to members on Saturday 2nd. 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"> ○ Chair's letter ○ Retain the October text about Monthly meetings with information about the hearing loop. ○ Retain December Christmas Lunch info (no meeting). Add details about January AGM and Speaker. All speaker info and photos can be taken from the website. ○ Christmas Concert – to be left in ○ Christmas Lunch details – to be left in with update on arrangements from AW ○ Christmas lights 12th December – leave this in. This is now sold out. WAITING LIST TAKEN ○ 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 article in, with deletion of the sentence about the Taster Session on Nov 30. ○ Sight Issues – TM to write article ○ New Craft Group 2 - Copy already supplied. ○ CK to supply pieces on History Group, Table Tennis 1, and policies on website. 	CK CK DW DW AW DW DW DW DW DW TM DW CK
Other trips	<ul style="list-style-type: none"> ● Richard Masters – House of Commons visit in February in planning 	
Calendar check	<ul style="list-style-type: none"> ● Everything is up to date ● Trustees Annual Report prepared by CK – ready to go to Charity Commission when accounts audit is complete. ● Gift Aid - ongoing ● Subscriptions - ongoing ● 30th November – all lapsed members to be removed from membership list on Beacon. 	KB & CK & JB

AOB	<ul style="list-style-type: none"> We agreed that it is important that all Group Leaders should be able to use Beacon. KB to provide some training on this in 2024. 	KB
Meeting closed	<p>12.30 pm</p> <p><u>DONM - Thursday 21st December 2023 10am</u></p> <p>December meeting to be at Meadow Cottage. Future venues to be decided at next meeting. Possibilities include DW/AW house, LK house (would need to start at 10.30am to allow parking), or Thorley Community Centre (£25 per hour). Charis Centre small room not an option as we would have to pay car parking. Somebody's house might be difficult if there were 12+ people present.</p>	