

Tiptree u3a Committee Meeting Minutes



Date 10th April 2024

Venue – Tesco

Present: M.Pattenden, P.Outen, J.Carter, S.Harvey, J. Elliott, D.Ledwell

Apologies – None received

No	Item	Action	Actions	Actionee	Date
1	Minutes of last meeting	Adopted as correct			
2	Matters arising	No matters arising			
3	Ongoing matters	<p>Bulletin –</p> <p>New members meetings is now on the 19th April. The hall is available from 1.30p.m. to 3.30p.m, This will be an open meeting and tea and biscuits will be available. Further email to be sent to new members to see who is attending. If they are not ask for an outline of what there group does, when they meet etc. At present 7 group leaders have agreed to attend.</p> <p>Advertise future events in the Look magazine and Tiptree Life</p> <p>Possible group leaders meeting later in the year</p> <p>Pat testing of equipment used at meetings. David to ask at the next monthly meeting whether there are any members who are suitably qualified and are willing to carry out these checks</p>	<p>Meeting with Peter W</p> <p>Hall to be set up on day</p> <p>Tea/ biscuits</p> <p>Further email to group leaders</p> <p>Announce date at month meeting</p> <p>Info to both publications</p> <p>Arrange</p> <p>David to mention at meeting on</p>	<p>DK</p> <p>committee members</p> <p>MP</p> <p>DK</p> <p>CH</p> <p>MP</p> <p>DK</p>	<p>Ongoing?</p> <p>19 April</p> <p>A.S.A.P.</p> <p>Monthly 18th April</p> <p>Ongoing</p> <p>Ongoing</p> <p>Again at April meeting</p>

			18 th April		
4	Finance report (DL)	<p>The finance report had been circulated prior to the meeting. (this had not been received by committee members, Jan to circulate)</p> <p>Debbie advised that there had been an improvement in the deficit which is now £1335 as opposed to £1227. She needs to make some adjustments with regards to speaker costs and needs to put in the claim for gift aid.</p> <p>She also confirmed that she will be resigning her position as Treasurer on the 8th May but will be around for a month or two to explain the systems to whoever takes over.</p> <p>Debbie will contact DK and also the member who had previously shown an interest in taking on the role of treasurer</p> <p>Alternative venue for December meeting (not sure if this has been done)</p> <p>Equipment is now being housed by Carole. Gareth has the old laptop. As this is now obsolete it was agreed to write this off Gareth to be advised</p>	<p>Forward finance report</p> <p>David to announce again at monthly meeting</p>	<p>JE</p> <p>DL</p> <p>DK</p> <p>DL</p>	<p>ASAP</p> <p>Ongoing April monthly meeting</p> <p>Ongoing</p> <p>Ongoing?</p>
5	Membershi p report (JC)	<p>Nothing to report (see outstanding matters for more info)</p> <p>Posters for the new members meeting to be published nearer the date of the meeting and to</p>	<p>a.s.a.p.</p> <p>Prepare posters</p>	JC	Ongoing

		<p>make it clear that this will be a drop in session not a fixed time meeting</p> <p>Dates and times to possible new member had been dealt with.</p>			
6	Group Report (MP)	Nothing to report	MP		Ongoing
7	Social Events	<p>Wine Tasting – There were still a few tickets available. There is now an alternative to have non-alcoholic drinks.</p> <p>Hall available for setting up from 1p.m.</p> <p>David to announce again at April monthly meeting</p> <p>Posters</p> <p>Afternoon tea to be mentioned at the monthly meeting AFTER the wine tasting event</p> <p>Boat Trip – Accessibility guide to be available for those who may need assistance getting on to the boat.</p> <p>Fish and Chip supper fixed for Thursday 12th September 2024 in community hall. Hall booked from 5 to 9p.m. Event to run from 5.30 to 8.30</p> <p>Peter will not be available to provide the tea and coffee</p> <p>Phil needs to know how to work the sound system.</p> <p>Tea and Coffee will be available. Those attending can bring their own wine.</p> <p>Music quiz – 31 October – Phil George is organising all of this. Charge to be £2 pp</p>	<p>Committee</p> <p>CH</p> <p>Announce tea date</p> <p>Prepare guide</p> <p>Announce at future monthly meeting</p> <p>Committee on day</p> <p>Tea and coffee</p>	<p>CH</p> <p>DK</p> <p>DK</p> <p>DK</p> <p>DK</p> <p>CH</p> <p>P.O.</p> <p>PG</p>	<p>April monthly meeting</p> <p>May monthly meeting</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>

		Talk by Holmes and Hills regarding Power of Attorney at a monthly meeting			Ongoing
8	Access to meetings	After a long discussion regarding regulations for those with disabilities and their carers attending meetings. It was agreed that members should be advised that they MUST advise the committee or group leader if they require assistance in any way. David agreed to look in to the policy. It was felt that when carers are attending a paid event (say afternoon tea) if they are staying they should pay the cost of the event. – discuss at next meeting	Look at policy	DK	Ongoing
9	Site works	This has now been signed. There are zoom classes available. Carol will keep us advised		CH	Ongoing
10	Annual Parish Council Meeting	Carole had been contacted by Julie Webster from the Council to advise that the annual meeting is being held on the 25 th April and asked if we would like to display posters, leaflets at that meeting.	Provide leaflets and posters	CH	Ongoing
10	Visual display at monthly meetings	Phil to be advised of things that we would like advertised or mentioned at the monthly meetings	DK to advise Phil	DK	Ongoing
11	Theatre Group	Peter had circulated notes concerning this. He asked that a letter of thanks be sent to both Carol and Chris thanking them for all their hard work over the past 10 years. There are several people interested in getting the group up and running. Payment for tickets could be made by debit/credit card, bank	JE		Asap

		<p>transfer or through the post office if using cheques. Debbie was a bit concerned as to how details of who had actually paid could be received. If the PO is used this would only give the amounts not who from. This needs to be looked into. There could also be a problem if someone sells their ticket to another member. Possibly could be dealt with by the person buying the ticket from someone else paying them direct. Also it must be made clear that if the ticket is resold it MUST be to a u3a members. If not resold then that person would lose their money as the ticket and coach fare has already been paid As a member of the theatre group who will be able to use Beacon?</p>			Ongoing
12	Membership secretary	Janet (C) advised that she would not be standing as membership secretary at the next AGM as she will be moving from the area. Put on next agenda	Next agenda	JE	Ongoing
13	AGM	Prepare documents and agenda	Prepare docs	DK/JE	August
	Future meetings	<p>Committee Meetings</p> <p>8th May 12th June 10th July 14th August 11th September 9th October</p> <p>Members Monthly Meetings</p> <p>16 May</p>			

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		20 June 18 July 15 August 19 September 17 October			
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Minutes agreed by committee

Signed Chair