

VCV U3A

Minutes of Committee Meeting

Held on 11 May 2023

Committee members present: Ron Fenn {RF} {Chair}, Julia Scott (JS) Vice Chair and Groups Co-ordinator. Nick Photi {NP} Vice Chair and General Meeting Manager. Gill Davies [GD] Speaker Coordinator, David Collins [DC] Webmaster, IT and Publicity; Lynda Maris {LM}, Minute Secretary. Denise Rees {DR} Events Liaison,

RF welcomed Bob Gettleston (BG) who had expressed an interest in joining the Committee. RF said he will be co-opted at the next CM and nominated at the AGM. This was agreed.

1.Apologies

Ken Pragnell (KP) Treasurer; Dick Downs (DD) Temporary Secretary and E-news editor, Rosemary Yates {RY} Membership Secretary, Lyn Brandrith {LB}.

2.Minutes of Last Meeting

The minutes of the April Meeting were approved. NP reminded the Committee that our Emergency Evacuation Plan was also discussed and agreed at the April meeting.

3.Matters Arising

3.1 NP said he was in contact with DD. He will update the Committee regarding progress. RF asked NP to extend our very best wishes to DD

3.2 RF has received the latest information regarding our VCV Insurance Cover.

3.3.RF has drafted the Annual Report for 2023/24 as required for the AGM in October and also the annual return to the Charity Commission. KP will draw up the Finance Report for that period after the accounts have been examined.

3.4 RF said the latest TAM submission has been received. The Committee agreed that in the absence of any variations the same number will be ordered as last year.

4.Memberahip

4.1The Committee noted the following email that RY had circulated on 10 May:
There are currently 374 members, which includes 4 new members that recently joined. 25 members did not renew so I have now changed their status to Lapsed on Beacon. I have made a note of the groups that they were members of and I will let the group leaders know that they are not paid-up members. In addition there were 16 people that resigned and, for those that gave a reason, it was due to ill-health or that they had moved out of the area I will be at next week's General Meeting and, hopefully, will clear out more of the membership cards".

4.2 Non-Internet Members (NIMs). The Committee noted that the number of NIMs has now fallen to 9. RF said it is important to ensure that NIMs also receive appropriate information to match the 98% of members who receive this via Beacon.

5.New Members and Recruitment.

RF noted that there are 4 new members listed in Beacon/membership. He will post them the Welcome Letter and the Basic Guide. **Action RF.**

6.Committee Succession

RF reminded the committee that it is important to identify a Chairman and a Webmaster prior to the AGM in October when RF and DC will be standing down. The position of a permanent Secretary also needs to be filled.

7.May GM and Coronation.

NP TP and GD have sorted out the Store Cupboard.25 large plastic plates are now available as well as plastic cutlery and serviettes. DC said bunting has been purchased. JS said at the last CM it was agreed that 168 cake should be served.48 coronation iced cakes have now been purchased. DR and LM have agreed to buy the remaining pastries prior to the GM. **Action DR/LM.** It was agreed that Coffee and Tea will not be available and replaced by Prosecco and soft drinks. **Action DR and LM.** RF to send out an email to inform everyone that teas and coffees will not be served and that Prosecco etc will now be available to toast the King. He will call for volunteers to assist with setting up tables, chairs, bunting etc from 8.00 am onwards. **Action RF.** Photographs will be taken. **Action DC**

8.Finance

The Committee noted an email circulated by KP on 10 May as follows: *"As I will be on holiday from 6-20 May, I will not be able to attend the May CM, so here is my finance input to the meeting:*

- *With one exception, all the transactions in April were in line with the estimates included in the spreadsheet used for our subscription fee decision.*
- *The exception was the GWP invoice for hall hire and storage for Jan/Feb/Mar. This was only received in April and means that the 2022/23 Hall Hire expenditure was understated by £383.24 and that this amount will instead show as an extra cost in 2023/24. I can include some text in the Treasurer's report, to mention this."*

9.Groups

JS said she contacted Ken Moles. He has now left the Chess Group. The Group may not continue as a Group Leader cannot be identified.

JS distributed TAT based guidance on the engagement of paid external tutors by groups. This raises HMRC issues regarding the taxation activities of the tutors which the group organisers have to monitor. Failure to do this could result in HMRC taking action against the VCV. In the circumstances it was decided that the affected groups would have affiliated status and operate outside of the overview of the VCV.RF said VCV insurance does not apply to these affiliated groups. Members can still join the

groups involved as before. The reason for these changes will be brought to the attention of Group Leaders. **Action RF.** JS will keep the Committee updated on this issue **Action JS.** DC said the groups directory has been updated on the website

10.Events

10.1 Theatre Trips. DR gave an update on theatre trips. Moulin Rouge, Piccadilly Theatre on 21st June - sold out. "How the Other Half Loves", The Mill at Sonning on 17th September – 44 tickets sold. La Cage aux Folles, Regents Park on 31st August – tickets on sale at next GM. "High Society", the Mill at Sonning on 21st December – sold out.

10.2 Day Trips. DR gave an update on day trips. The trip to Chelsea Royal Hospital went ahead on 25th April. Trip to Wimbledon on 26th July is now open to family and friends. Savill Gardens and Cruise on 24th August – tickets on sale at the July GM. A trip to the National Memorial Arboretum is scheduled for 17th October. Tickets on sale in July. 72 people are on the interest list. The committee discussed that it will be a long journey and so a timetable should be prepared for members to consider before committing to the trip.

11. Newsletter and e-news

11.1 The May Newsletter previously circulated by TP to the Committee was approved.

11.2 The continuance of E-news will be considered as soon as DD can take up this role again.

12. Cluster Group

RF reported back to the Committee following the first meeting on 24th April. The need for more local dialogue was acknowledged. A list of contacts within the u3as involved is now awaited

13.Any Other Business

Emergency Evacuation Procedure. NP said TP, GD and NP are already identified as fire officers. DR JS and BG agreed to act as reserve fire officers. GD said she has speakers booked for our GMs until October. JS said a Group Leaders Coffee Morning was held in April last year. She would like to book another Coffee Morning in September. This was agreed and it will be advertised in our Newsletter. DC will give BG access to Dropbox. RF will send details of our current insurance coverage to DC to put onto Dropbox under Committee Governance.