

Witham and District (Essex) u3a  
Minutes of the Committee meeting held Friday 3rd November 2023  
At The Henry Dixon Hall

PRESENT: Ray Hardisty, Alan Stevens, Jane Barton, Anne Charles, Margaret Bignall  
Pam Fearnley and Dawn Wilding

APOLOGIES: Hazel Lawrence, Sheena Campbell and Pauline Tyson.

1. Our Chairman Ray Hardisty welcomed us to the meeting.
2. Apologies – see above
3. The Minutes of the September Committee meeting had been e mailed out to all Committee members. All agreed ok.
4. Matters to deal with not dealt with elsewhere – GDPR Amendments made 3<sup>rd</sup> Age Trust Alan did not attend but Ray did and voted.
5. Preparations for AGM –
  - a. Planning Document all ok. AGM 23d November 2023. Papers have gone out by email or post.
  - b. Agenda sorted
  - c. Nomination Forms ready – New Secretary still to be nominated
  - d. Minutes of 2022 AGM ready – one query that could come up and that is the sound.
6. Asset Register Review – all ok apart from Table Cloths Ray has need checking. Extension Lead missing. Metal Projector missing (Last seen in Transit). To be written off
7. Reports from Post Holders
  - a. Chair/Vice Chair – Ray received notice from Sheena to say she is stepping down as moving away. A replacement will be needed if the trips and outings are to continue. There is now a space for a committee member.
  - b. Essex Network Update – On line organisation now. No notifications have been received in the last two months
  - c. Treasurer – The committee had been given a copy of the end of year accounts. There were a couple of questions asked and answered ok, It was decided to maintain the annual fee of £12.00
  - d. Secretary – Contact with WTFC needed – Alan will do. Henry Dixon Hall all booked by Dawn.

- e. Membership Secretary – 260 members. 39 new members. 1 or 2 join at each meeting. Membership forms for 2024 going out in December. Need booklets by Christmas to be sent with the new membership cards. This must include a speakers list for 2024
  - f. Trip and Outings Organiser – Sheena will sort out the final trip she has organised. A new trip and outings organiser is required.
  - g. Groups Co-ordinator – Jane’s open day went well. Photos on website. She was asked to send them to Head Office.
  - h. Programme Secretary – 10 out of 11 Speakers booked.
  - i. Publicity & Newsletter – Newsletters – not done enough but will try and do better.
  - j. Website Manager – Alan will carry on until someone is found to take over.
8. Any other Business- New mandate to be dealt with at the January Committee meeting.

Meeting closed.

Next meeting at Henry Dixon Hall at 2pm is 5<sup>th</sup> January 2024

CHAIRMAN

5th January 2024