Minutes March 3 2023
Saltash u3a Committee

Present: Amanda Smith, Gill Higgins, Barry Olver, Rose Olver, Marilyn Read, Angie Fisher, Jason Lamb, Jennifer Gegg and Peter-Payne Hanlon, observer.

Apologies: Lesley Brunskill

Minutes of February 03 2023 were agreed and signed. Proposed Jason Lamb, seconded Rose Olver.

Action Points:
1 Update on the Royal Connections trip. This has been very popular with the membership and only two places are vacant at present.
2. Dementia. Barry had looked up this condition on the u3a Trust's web site and found some guidance which was distributed to the other Committee members . It was decided to display these suggestions on our notice board at the general meeting with some pamphlets and books dealing with the subject. It is proposed that some one be appointed to support our members and be available at the meetings.
3. Review of job descriptions to be discussed at the next meeting. Any changes should be brought up at that time. Amanda has written one for the Newsletter Editor and found he needs to be co-opted onto the Committee as he has to use the Beacon system, but is not required to attend meetings. Jennifer has resigned her post of Minute Secretary due to her workload. She agreed to take the minutes for this meeting. Amanda proposed that she will request someone to replace her at the General Meeting and in her monthly email to the membership.
4. Hopper Bus. Amanda reported she had had a meeting with Jo Grail about our concerns. Amanda has put forward several dates for a further meeting with Jo and John Penney but so far there has not been a response. The dates for the Hopper bus for the upcoming Discover and Dine trips have been confirmed.
5. Publicity . It has been decided to place a half page advert in the Cramleigh magazine twice a year as there had been a good response to the previous one. The next one will be placed in the middle of June.
5. The handover of the webmaster is now complete. Angie needs to have another meeting with Mike Corber about our All About magazine in the near future
6. Amanda will canvas our members to see who is interested in the University events. Jennifer will then create a group on Beacon to send information to those members who respond positively.
7. A grant from the National Lottery may be possible. Small grants are for sums between £300 and £5,000. Jason will look into the cost of 4 new laptops with their soft ware and for any installation costs associated with the change over. Barry said that the Cornwall Council-Community fund may be available for getting a grant to update our equipment. It was decided to try the National Lottery first but to look at the alternative as well.

Chair:
1. Amanda reminded the Committee members to review their job descriptions before the next meeting.
2. Further discussion will take place for organising the Royal Connections trip nearer the time.
3. The management of Hopper bus has not responded to a meeting with us. As everything seems fine at present we will wait and see.
4. Amanda will make contact with the rugby club to ascertain if the proposed date is acceptable and enquire whether they are still able to provide a buffet as before. If so we will cater less to avoid waste.
5. The Charity Commission has sent out information on their procedures.

6. Some concern has been expressed that the next Speaker may present a political talk about Putin. The Speaker Co-ordinator was requested to contact the presenter to express our concerns and to ask him to give a factual talk.
6. As the May Fair is the same weekend as the Coronation we will not have a display. Secretary to contact them and explain our decision.

Correspondence:
1.Information has been received from the u3a Trust that a new portal should be used to up date Committee members. The Secretary has done this and our data is now accurate.
2. More information about the pilot project of the Trust's revamping of their administration. It appears that our u3a should wait and see if the SW Area Trustee contacts us about this.
3. Marilyn had received an email from the Commonwealth War Graves Foundation thanking us for our donation.
4. We have had an enquiry from Ivybridge u3a about our experience with the Beacon system.

Webmaster:
1. Angie informed us that the hand over to Jason is now complete. She has to have another meeting with Mike Corber about the template for the magazine. Amanda thanked Angie for all the work she had done.
2.. Angie and Jason are in the loop for advising Ivybridge u3a about beacon

Secretary:
1. The National Lottery has grants available and the small grants are in the range of £300 to £5,000. We need to find out the cost of replacing our 4 lap tops, the software needed and any cost for the installation. We should check to see if we need any other equipment before we make a submission for a grant.
2. Barry informed us that the equipment list needs to be up dated. He is looking into this.

Speakers:
1. Marilyn has ensured that all the equipment we need for the general meeting is available.
2. She has several other speakers lined up for the rest of the year.

Treasurer:
New Correspondence:
1.Barclays Bank wanted additional information about our business details.
2. Regarding the reserve account. Barclays advised us that if we do not make any regular transactions from this account by May 9th they will close it. He suggested that we transfer the funds into the current account and ring fence them and then close the Reserve Account. This was agreed by the Committee.
3. A letter from a company called "Involved Holidays" was received aimed at our walking groups.
4. The Treasurer informed us that grants were also available from the Cornwall Council-Community Organisation Fund.

Treasurer Report:
Gift Aid. Barry has been researching Gift Aid. There is a lot of work involved to claim gift aid plus the task of maintaining the Gift Aid declaration records. It had been discussed with previous committees who decided that there was a lot of work involved for potentially a small return.

Current Account: £9563.85
Social Account: £2894.00
External Funding Account: £ 36943.32
Reserve Account: £1000.00

Membership Secretary:
1. Rose reported that we now have 282 members, 9 new members in the last month and 1 pending.
2. When a member leaves the u3a she waits 2 years to see if they rejoin. If not, then she shreds their paper work
3. She needs to know by March 10th whether people want to receive TAM (Third Age Matters). If not she will take them off the mailing list. Amanda to announce this at the general meeting.

Publicity:
As reported

Group Co-Ordinator:
1. Arrangements for the GLs social have started. Lesley will be back soon.

AOB:
1. Jennifer requested that a copy of the terms & conditions for excursions be available to put on file.
2. There is a competition by the Third Age Trust for members to submit a recipe for the King's coronation. It should take into account the King's commitment to sustainable farming and the diversity of the UK's cuisine. Closing date April 10th.

Amanda asked Peter if he still was happy to take on the role of sub treasurer. He replied in the affirmative and will be co-opted onto the Committee

Summary of Action Points:
1. Review of Job descriptions
2. Update on the Hopper business
3. Amanda to send an email to the members to determine if they are interested in receiving information from the University.
4.Jason to find out the cost for 4 suitable lap tops with their covers, software and any cost for installation.
5. Update on the Royal Connections excursions.
6. GL's social.
7. Progress on the production of the All About magazine.

The next meeting will be on March 31st, 2pm at the Shado Centre.