Saltash u3a Executive Committee Minutes 06.10.2023

Present: Amanda Smith (Chair), Jennifer Gegg (Secretary), Barry Olver (Treasurer), Rose Olver (Membership), Jason Lamb (Webmaster), Lesley Brunskill (Groups), Sue Pym (Minutes).

Apologies: Gill Higgins, Peter Payne-Hanlon, Marilyn Read.

The Committee welcomed Mo Kent as an observer with a view to joining the Committee.

Minutes: Before the minutes from 04.09.2023 could be approved the Secretary requested that details of the concerns she had raised during the discussion regarding the Constitution be included. The paragraph to be included was shared with the Committee and with one amendment, the addition for clarification of the date of the meeting concerned, her request was granted. The Minute Secretary agreed to amend the minutes accordingly. Acceptance of the final version of the minutes was then proposed by Jason, seconded by Barry and agreed by all present. The Treasurer on behalf of the Chair, Deputy Treasurer and himself who had all been tasked with looking into possible Constitution changes prior to the Committee meeting on the 1st August then offered apologies to the rest of the Committee for the oversight in not giving them advanced notice of the main agenda item for that meeting which had been called at short notice.

Chair: 1. Showcase - Final preparations for the Showcase were discussed. The request from the Tai Chi group leader to give a five-minute display would be investigated. * Action: Lesley to speak to the Wesley Church Admin Officer. Feedback forms were being printed by Gill but as she was unwell this needed to be checked. *Action: Lesley. Help to bring up extra tables from downstairs required from 1230 and Group Leaders to be asked to arrive and set up their tables at 1300. Keith Rawlings to be asked to provide additional display boards. Ann Stokes taking the lead in the kitchen, no charge for refreshments. 1400 the Chair + Sue to meet the Mayor and then Sue to cover first hour with the Mayor followed by Jason for second hour. It was agreed that instead of a variety of small prizes, there would be one very nice raffle prize worth £20 -£30. *Action: Amanda. Email to members encouraging them to attend. *Action: Amanda. **2. Chairs' Forum** - 150 Chairs from around the UK attended last months Zoom meeting. The main issues discussed were Committee recruitment and general membership. Amanda felt that Saltash u3a was ahead of the game in both respects. Amongst the recommendations to be considered were: Personal approach is best; Shadowing before joining the Committee; Induction pack for new members; Group Leaders being the life blood of each u3a should be recognised for their contribution and the need for each group to appoint a deputy. **3. AGM** - The Secretary provided the Committee Nomination Forms and passed them to the Chair. Four Committee members are currently standing down, the majority due to end of tenure. An email to members including the proposed Constitution changes and an explanation as to why this is necessary will remind them of the importance of attending the AGM as they can only vote in person at the meeting. The Constitution Resolution will be displayed on the overhead screen, also, the Treasurer will introduce a second proposal to increase the membership fee as from September 2024. **4. Constitution Changes** - Although there was a majority agreement at the previous meeting the Secretary had some concerns and therefore had contacted TAT. Correspondence relating to this contact was shared with the Committee and resulted in further discussion. Although the original wording from TAT had been deemed to be only a suggestion, agreement was made that this would now be included. The proposed changes plus this addition would again need to be sent to TAT prior to the AGM. If adopted by the membership a copy of the new Constitution would need to be forwarded to the Charities Commission. Acceptance of the added wording was proposed by Barry Olver and seconded by Jason Lamb and passed by the Committee. * Action: Chair and Treasurer to rewrite the paragraph in question as approved. The Chair expressed her disappointment with the Secretary in that she had not shared her concerns with the Committee prior to contacting TAT but had left it until the meeting before informing anyone of the communications she had received. **5. Generic Job Roles** - All now completed and a copy issued to each member of the Committee. **6. Christmas tree Festival** - The festival will take place between the 25th November and 16th December. Trees can be erected between 10am -1pm and 2-5pm on the 24th November. The fee is £10 and Barry is awaiting a reply regarding how this can be paid. Ann Stokes has kindly agreed to take the lead with the decorations.

<u>Secretary - Correspondence and Business</u>: 1. Lottery Application - There has been no further update on whether our application has been successful. **2. TAT AGM** - The Secretary reminded the Committee that the TAT AGM was to be held on 18th October. However, the Chair indicated that she had not been able to register to join in the Zoom for this as apparently Saltash u3a had not been registered. However, the Secretary had an email dated 25th May suggesting that our application had indeed been registered but when the Chair had recently looked this up on the website there was no evidence of this. * Action: Jennifer to follow up. **2. Christmas Social** - The Committee were reminded that this needs to be an agenda item for the next meeting * Action: Sue. **3. Action from previous minutes** - with exception of 'Click and Collect' advice from TAT, all others done. *Action: Jennifer to email members.

<u>Treasurer</u> 1. New Auditor - Barry continues to investigate and has been given another name to contact. **2. Accounts** - Current £10,098.05, the large increase this month is due to the collection of annual subscriptions; Social £1,377.55; External Funding £1,003.71; Business Premium which earns 1.4% interest annually £1,003.71. The Accounts for 2022/23 are currently with the present auditor who has requested that the payment references be resubmitted. *Action: Barry is speaking to her this evening. Payment of a £50 fee for auditing the accounts was agreed.

<u>Groups</u>: 1. Showcase- see under chair above. **2. Guys' Coffee Morning** - This was the second meeting and only 8 attended this month, 4 from previous meeting and 4 new. Rob Jenkins is now the Group Leader. An agenda has been agreed and venues which offer a more convivial environment are being sought. It was suggested that a local pub with plenty of space and side rooms, currently used by other groups would be ideal. Date for next meeting unknown. **3. New Groups** - The History Group is now registered with Beacon and is meeting on the first Thursday of the month starting with 2nd November followed by 7th December when two members have offered to talk about Local History. The Art Group had its first session today and the Group Leader was required to complete a risk assessment. Meeting twice monthly the next session is on 20th October. The Doorstep Discovery Group will have its first session in November starting with a visit to Lady Astor's house.

Webmaster: 1. Beacon - Several alterations are now required and the Minute Secretary will be added.

Membership: 1. Enrolment 2023/24 - To date there are 291 fully paid up members. 39 have not renewed their subscriptions and 2 potential new members have expressed an interest. There have been several bereavements. Many of those who have paid in advance have yet to collect their membership cards.

Speakers: No report.

AOB: 1. Waterside Flower Boat - Sue reported that there had been limited success in tracking down the person now responsible for the boat. She now had a forename and an address but all efforts to communicate had been fruitless. It was agreed that if there is no further progress then tape would be used to mask reference to the u3a on the plaque attached to the boat. * Action: Sue. **2. Charities Commission** – As a result of changes in how accounts are accessed and managed by the Charities Commission, the contact for Saltash u3a, the Chair, had been requested to set up a new account. This had been done and the Treasurer had also been afforded access by the Chair. **3. Cold Welcome** - It had been brought to the Secretary's attention that a prospective new member had not felt welcome by the person showing her around, little detail known. *Action: Chair to investigate.

Next Meeting: Shado centre 2pm Friday 3rd November.

Approved:

Date: