Saltash u3a Executive Committee Minutes 05.01.2024

Present: Amanda Smith (Chair/Groups), Gill Higgins (Vice Chair), Peter Payne-Hanlon (Treasurer), Jason Lamb (Webmaster/Groups), Marilyn Read (Speakers), Mo Kent (Publicity), Dee de Beaufort (CM1), Rob Jenkins (CM2), Sue Pym (Minutes).

Apologies: Barry Olver, Rose Olver.

Minutes: The minutes from the meeting on 24.11.23 were approved, proposed by Peter, seconded by Dee and signed by the Chair.

Chair: 1. Chairs' Forum - None held in December. **2.** Agenda items 2/3 discussed under Treasurer. **3. Christmas Social feedback** - There was a last minute decision not to charge for tea/coffee as had been planned. Whilst 120 tickets had been issued which enabled catering to be more focused and cost effective, only 90 members attended on the day. *Action: Amanda will inform members and ask that in future where possible it would help if anyone with a ticket but not able to attend, informed the Committee in advance. This would help to further keep costs down as had been the general wish of members at the AGM. Raffle ticket sales had been very good. Amanda thanked everyone on the Committee for their help in organising the afternoon but particularly Rose Olver and also Anne Kelly who is not a committee member, for their time cooking the hot food. **4. Waterside Flower Boat** - All previous attempts to contact the person identified as being the contact for the boat had failed so as advised by the Deputy Town Clerk, Amanda had written a letter on u3a headed notepaper which Sue agreed to deliver by hand after the meeting. **5. Wesley Refurbishment Work** - Refurbishment work commencing Monday 8th January and lasting several weeks meant there would be no access to The Wesley building from the main entrance, no access to the hall, kitchen or foyer toilets. Amanda outlined temporary arrangements for access to areas required for our monthly meeting and some groups These were: Access would be from the side door only into the rear foyer then into the church. Refreshments would be served from the small kitchenette at the end of the corridor and insulated disposable cups would be provided. The room adjacent to the kitchenette would be available for the consumption of drinks. The raffle would be held in the rear foyer. The only available toilets would be those down the stairs to the sports hall. It was agreed this would cause some inconvenience especially to those unable to use the stairs but there were no other options available. It was hoped that members would be understanding. *Action: Amanda to email members with this information before the meeting on Thursday 11th. It was suggested that there should be a negotiation regarding the rent during this period and it was agreed that this would be looked into.

Secretary - Correspondence and Business: 1. Pilot Council meeting - In Barry's absence the TAT Pilot Council Meeting Notes were read and it was noted that TAT had now accepted the difficulties each u3a was experiencing and were recommending constitutional changes similar to those we had already instigated. **2.Noticeboard** – It was now time for Committee Members' photographs to be updated and posted on the noticeboard. In order for Jason to prepare a new sheet, arrangements would be made for photographs to be taken at the General Meeting or Committee members could send Jason a current passport style photo of themselves if they had one.

Treasurer: 1. Subscription increase - Peter presented a detailed account of his investigations into anticipated expenditure for the remaining period in 2023/24. He had now received confirmation that all our main expenditure areas: TAT subscriptions, TAM postage, Beacon, Wesley and Shado rents were not going to be increased as anticipated but would remain at 2022/23 prices. The annual Fasthosts fee had risen by £26 but that had already been cleared through the account. Saltash Social Club were increasing rents by £2.50 an hour but that did not affect the Main Account. Peter concluded that armed with this new information all known costs would now be met by the balance in our Main Current Account and therefore an increase in subscriptions would not be justified at present. Peter was thanked for the considerable time he had spent gathering the new data. All present agreed to support the proposal that subscriptions would now be held at their current level. Aware that the ongoing volatile situation in the Middle East could easily change costs in the near future it was agreed to revisit this subject in June enabling an EGM to be called in July if required. **2. Fasthosts administration** – Arrangements have now been made for the transfer of the Fasthosts fees from the Main Account to Pay Pal who will then pay Fasthosts. This avoids the use of the Treasurer's personal banking details as the u3a is not permitted to have its own credit card. **3. Inventory** – The current inventory of assets is out of date and there is an urgent requirement for it to be updated including listing where items are stored. *Action: Amanda volunteered to take this on and would ask Barry to assist. **4. Accounts** - as at 1600 04.01.24: Main Account - £9793.98; Social Account - £728.98; External Funding Account - £1701.32; Business Account - £1007.21.

<u>Groups</u>: 1. Risk assessments – In the forthcoming months Amanda and Barry will visit each group to encourage group leaders to complete risk assessments and to discuss any other issues individual groups may have. Rob has searched online and found several risk assessment templates used by other u3as which may be helpful. **2. Beacon** – There appears to be numerous anomalies regarding group data held on Beacon. This will be investigated and data adjusted accordingly. **3.** Rob's offer to assist where he could with the groups was gratefully accepted.

<u>Webmaster</u>: Jason will assist the new Committee members in setting up Fasthosts.

<u>Membership</u>: Two new members had joined at the Christmas Social.

<u>Speakers</u>: The speaker for March has suffered a recent bereavement but it is hoped he will still be able to give the talk. Marilyn has received a request from Dr Matt Roser from the School of Psychology Brain Research and Imaging Centre at Plymouth University asking for recruits over the age of 65 to assist with research by enrolling on the Older Adult Participant Group database. It was suggested that he be offered a 10 minute Community Slot either for January or March. It is anticipated that the bank manager which we had hoped would come last year is going to do the Community slot in February. January's talk 'Saving HMS Tamar' will be given by local historian Bruce Hunt.

<u>Publicity</u>: Mo is set to deliver enough Saltash u3a advertisements to the Town Hall for all their notice boards around the town. The local St German's magazine is now renamed 'The Local Post' and it was agreed that a trial run of three issues @£45.00 for a quarter page advert would be worthwhile. *Action: Mo will meet with Amanda to discuss layout.

<u>AOB</u>: Amanda had now gathered together all the anonymous feedback comments from the October Showcase and she read these out to the Committee. It was agreed that such positive, encouraging comments warranted display so that others could read them and with that in mind Amanda would arrange for these to be creatively displayed on the notice boards.

<u>Next Meeting</u>: Friday 2nd February, 1400 at The Shado Centre.

<u>Approved</u>:

<u>Date</u>: