



Committee Meeting Minutes

Venue: John Storer House

Date & Time: Wednesday 11th December 2024 10.00am

Present: Pam Upton (PU) - CHAIR, Debra Hardwick (DH), Pam Towers (PT), Garry Rigby (GR), Geetha Bala (GB), Bev Gillman (BG), Helen Reid (HR), Jennie Lock (JL), Sam Hardwick (SH), Stephen Morris (SM)

Apologies for absence: Margaret Kelvey, Sue Ronald

1. Minutes of last meeting to be ratified and signed

- Treasurers Report – Financial Policy should be changed to ‘accounts’.
- AOB – Correct typo in ‘Emmanuel’.

Pam U will make the correction, sign the minutes and send to Martyn for uploading to the website.

Action: PU

2. Matters Arising and Actions (items not included in agenda)

- **Item 2** – Coffee and Chat – As Sue is now unavailable, Jennie volunteered to step in on Tuesday 17th. Committee agreed that the sessions should continue for 2-3 months into 2025 and then review. It was also suggested that a reminder be issued at the Monthly Meetings to encourage attendance as well as a note in News & Views and/or an email to new members.
- Pam U confirmed that the Dementia meeting at Gorse Covert is 16th December.
- Helen reported that there was a mention of Friends Extra in the last newsletter.
- **Item 3.b:** Discussion around the closure of the Theatre Group resulted in the decision that this be highlighted in News & Views although there

is the suggestion that the Drama Group might be renamed the Drama and Theatre Group.

- Pam U asked Bev to send her a list of groups that had folded this year.

Action: BG

- Pam U also highlighted that in the Group Management Guide it states that group closures should be notified to members in the Newsletter, along with a request for volunteers to step up and run the group.
- The Classical Civilisation and Greek groups may be closing and Helen confirmed that Latin had already closed, although Bev was not aware of any of these group changes. Helen will highlight these in next month's News & Views. Pam T asked that groups that closed should not immediately be deleted from the system, but their status be changed to 'No longer Active'. This then gives her time to move any funds held by the group. Bev to notify Martyn of any closures.

Action: BG/PT

- **Item 8:** Charnwood Leaflet – it transpires that the proposed design would infringe the u3a copyright. Therefore this project has to be shelved for the moment. This is not an issue as no cost has been incurred and we don't need to undertake a recruitment drive currently. At some point in the future we could utilise the u3a template, update our Cu3a leaflet or open discussion with our Digital Imaging group to see if they can help.
- **AOB:** Garry reported that the 4-way extension cable is not faulty.

3. Reports

a. Secretary (DH)

Nothing to add to the circulated report.

Pam U asked when the annual report to the Charity Commission had to be completed. It was confirmed that the requirement is within 10 months of the year end and it would be done as soon as practicable after the AGM.

Pam U reported that only two days ago we received an email asking for nominations for the new u3a Council. Unfortunately, the deadline is 19th December. They are asking for 2 representatives, but with such short notice this could prove difficult. If

anyone would like to be considered please contact Pam U.

b. Groups Coordinator (BG)

Bev had nothing to add to her report. Pam U raised the issue of the Fusion Leisure Centre requesting Risk Assessments from those groups who use their facilities. Bev stated that we had 10 groups with 8 group leaders. She has contacted them and most seem happy with the request. Group Leaders will submit their Risk Assessments and Garry will provide the new insurance certificate, on behalf of all groups in early January 2025.

Helen confirmed that Needlework 1 is still running. It was also confirmed that the Knit and Natter group was not closing but the group would operate outside of Cu3a.

Helen will notify the membership of this in the next newsletter. **Action: HR**

c. Membership Secretary (GR)

Garry reported that we have lost 1 member since his last report. Currently membership stands at 1109 with 8 more to pay. Garry has contacted the 79 who have not yet renewed and we now have 49 that are still outstanding. These figures are on a par with the last couple of years.

Garry should receive the projector screen in the next few days. He will assess its condition to determine the correct route for storage or disposal.

d. Treasurer (PT)

Last month saw quite high expenditure for 'Central Meetings' which was due to the group leaders meeting costing £612.00. Pam T feels that Emmanuel are now getting more organised with their accounts as invoices now seem to be issued prior to events rather than some months afterwards.

A savings account has now been opened with Unity Bank. There are three signatories (Pam T, Pam U & Garry), with two signatures required for transactions. As agreed at the last committee meeting, £7500.00 was transferred into this account. Payments cannot be made from the account, so monies must be transferred back to the current account before payment can be processed.

Pam T asked for approval for a start-up loan for the new I.T. for Everyone group. The group leader has been covering room hire expenses themselves and this needs to be addressed. The initial loan of £100.00 was agreed by the Committee. There will

be further discussion, within the group, about an annual membership fee and any potential meeting expenses. Pam T feels there should be a more formal procedure for requesting a start-up loan, but wants to promote and encourage the use of this facility, using an application form to include the reasons behind the request. It is important to get such a loan into this year's accounts so that it can be included in the Treasurer's Report at the AGM.

The first raft of 27 groups have been contacted by Pam T asking them to confirm that they do not have any monies. Bev has so far had 13 responses. The 2nd, 3rd and 4th rafts will be contacted as part of the ongoing process.

e. System Administrator/Web Manager (SM)

It was agreed to take this report and the Notes from the Website Subcommittee meeting together.

Stephen reported that Martyn is tracking the Simple Membership releases. The trial of the online payments is still ongoing. Whilst Pam T has access to PayPal, Martyn doesn't. This is being resolved.

Stephen is investigating how we can produce barcoded membership cards in emails with Web Integrate. This would then involve the members only having to print out an email.

Martyn's report raised the issue of getting advance notification of upcoming events, such as the Speakers Programme. Geetha will ask Margaret to update Martyn with further information about the first half of 2025. Pam U also requested an updated programme for the next committee meeting.

Action: MK/GB

Stephen suggested that an email be sent to group leaders asking them to contact him or Martyn if they had any events they wanted to promote.

Action: BG

It was agreed that the banner headline on the website for urgent/breaking news was a good idea.

4. Revised Members Handbook

There were several suggested changes and additions, plus some typos highlighted. It was agreed that Debra would make the changes. The document, subject to those

changes was approved by Committee and will be sent to Martyn for uploading to the website.

Action: DH/MS

5. Revised Group Management Guide

Some typos were identified along with some text changes. Helen pointed out that some of the links didn't work. Debra will make the changes then forward to Martyn for checking and correcting the links. Subject to these changes and checks, Committee approved the revised document and asked that it be uploaded to the website.

Action: DH/MS

6. Notes from the Website Subcommittee Meeting 15th November

Already covered.

7. New Members page-website

The letter and Information for New Members will be printed and posted. Garry will make the few identified changes. The documents will not be emailed, so Garry will amend any contacts that appear to be links. Garry will send to Pam U and Helen for a final check. Subject to the changes and final check, Committee approved the documents.

Action: GR/PU/HR

The New Members Page is for the website. It was agreed that the proposals should go to the Website Subcommittee for discussion.

8. Notes from the EDI meeting 18th November

Pam U highlighted point 5 – Notice Boards. It is proposed that any groups wanting to participate could utilise the boards in the reception area at Monthly Meetings. Bev to email group leaders.

Action: BG

9. Trustee Business

Budget Forecast 2025 – On the Income side, following input from Garry on subscriptions and gift aid, the budget is effectively set at £18,800. Pam T has broken down the expenditure budget to give more detail of where the monies are spent. Although TAT subscriptions remain the same, the cost of the magazine is increasing. Also, postage costs will rise due to the increase in the cost of stamps. The Central

Meetings budget is increasing as Emmanuel have increased their charges, which will impact the Monthly Members Meetings and Group Meetings. Speakers Fees includes traveling expenses, based on the current HMRC rate of 45p per mile. Committee Meetings plus any other meetings held at JSH will be impacted by an increase in the rate for hiring rooms. JSH have not confirmed what the increase will be or when it becomes effective, but have suggested the increase could be as much as 20%, based on the fact that there has been no increase for 2-3 years. Pam T will increase the 2025 budget by another hundred pounds to allow for this. The New Assets budget remains at the same level as 2024. AGM costs will increase due to the increase in Emmanuel costs.

Pam T has also added a new budget cost for the New Groups start up scheme. The committee will accept liability should a start up loan not be repaid.

There is a budget for Surplus, which allows for the overall budget to be balanced.

Committee will need to approve the final budget figures in January and the proposed budget will then be put to the AGM in March.

Action: PT

AGM 2025 – Pam will present a timeline to the Committee at the January meeting.

She anticipates that the Advance Notice will go out 17th January and for motions and AOB to come to the Committee by 10th February. The advance Notice will be emailed, but will need to be sent out to postal members a few days before 17th January. Pam U and Debra will co-ordinate on the timeline and paperwork.

One key item is Trustees tenure. As Chair, Pam U needs to know who will be standing for election or re-election and who will be resigning. We also need to ask the members to ratify the appointments of Jennie Lock and Sam Hardwick.

Continuing in office will be Pam U, Debra, Pam T and Geetha. Helen has now reached 6 years continuous service and therefore has to resign (at least for 1 year).

Confirmation is required for the tenure dates of other Trustees. Bev to check her tenure. Garry Thinks his tenure means that he will have served 12 years in 2026.

This presents a problem because if the holder of the Vice Chair position is to become Chair next time, Garry will be excluded by his length of tenure. 2026 will also be the end of a 6 year tenure for Pam. Succession for Trustees and Deputies needs to be considered. Pam U will investigate the tenure dates, establish the status and contact those involved.

Action: PU

Pam U suggested that after the AGM meeting finishes, we have short (5-10 minutes) presentations from Group Leaders/Group members. This worked well at the last AGM and could be an opportunity for new or changing groups to promote themselves. Bev to ask Group Leaders. Action: BG

10. AOB

Debra confirmed that the Public and Product Liability insurance for 2025 should be available the first week of January. Once it is available Garry will send a copy to the Fusion Leisure Centre on behalf of all the groups using the facility.

Action: GR

11. Date & Time of next meeting

Wednesday 8th January 2025, 10.00 am

Meeting closed at: 12.12 pm

Accepted as a true record. Pam Upton, Chair.

P. Upton

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