

Minutes of Committee Meeting		
Time and Date:	10:00 – 12:00	19 th September 2023
Location:	St Helen's Church Centre, Burton Joyce	
Attendees:	Anna Moore (AM) Rupert Williams (RW) Alan Comerie (AC) Christine Shepherd (CS) Gwen McCormick (GM)	Elaine Bass (EB) Rob Johnson (RJ) Sue Berridge (SB) Jacky Kinsey (JK) David Hoskins (DH)
Subject		Action
1.0 Apologies & Welcome	Apologies David Yates & Welcome David Hoskins	
2.0 Feedback August AGM –	The new format with the slide show worked really well In fact a new member said 'I don't believe we get all this for an annual subscription of only £18'	
3.0 Membership Fees Dec 23	We will be reviewing associate membership fee as it varies among the other local u3a's At the moment we charge full membership at £18 and Associate membership at £15. Agreed to hold a separate meeting to review fees against expenditure for the coming year Preparing to send out renewal notices at end October Asking for payment by 1 st December	AM/JK/RW/AC
4.0 Group Leaders' training day 31st October	We have 41 attendees Important items to be discussed:- <ul style="list-style-type: none"> ➤ Insurance issues especially relating to members guests ➤ Risk Assessments ➤ Incident reports ➤ Emergency contacts AM/CS to meet and discuss the details	AM/CS
5.0 Gift Aid Update	Following the news that HMRC are challenging U3A's ability to claim Gift Aid & our Head Office being involved in a legal battle we are awaiting the outcome. We could do a manual claim for the current year end November '23 and process through Beacon from 1 st December	AM/JK

6.0 Appointment of independent reviewer New Accountant not an Examiner is Simon Browning	JK
7.0 New Members Coffee Morning Booked the Wheatsheaf for Tuesday 7 th November 11.30 Invitations sent to 11 new members Alan to compile and print off list of groups for new members to peruse	RW/AC
8.0 BJ&D u3a Polices' review requirements It was decided to split into sub groups to review existing polices (a) Data protection – AC (b) Risk Management – CS/SB (c) Dealing with complaints – GM (d) Safeguarding – DH (e) Equality/Diversity/Inclusion – JK Alan to provide copies of the above from National Office Look at adopting the national policies and customise to our own needs	AC CS/SB GM DH JK
9.0 Outings and Social events 2023 update Alwyn has a waiting list for Thursford Ceilidh Friday 6 th October now sold 67 tickets 3.0pm Set up tables at village hall 6.0pm Meet band for their set up	AC RJ
10.0 Social events for 2024 Rob announced dates for next years' events Quiz night 24 th May 2024 Music event 4 th October 2024 – possibly 60's night Which was approved by the committee	RJ
11.0 Future of Newslines Agreed to continue with Monthly bulletins Hilary and Judith to contact new members Groups' news Bulletin as and when required Chair's information as and when required	AC AC/CS AM
12.0 Matters arising from Minutes of last meeting SB and DY to meet to agree on the Xmas Quiz	SB/DY
13.0 Committee Reports Group Facilitator - Agree on new Groups to be put forward - Armchair Travel, Dog Walking & Curling and include in a bulletin Membership - Review membership cards requirement	CS/AC AM/RW/AC

14.0 AOB - DH has offered to be trained as a mini bus driver	DH/AM
15.0 Date of Next Meeting - 10am Tues 21st Nov 23	SB