



Committee Meeting 28th Nov 2024
held at
12 Bowgate Gosberton PE11 4ND

Present

- Rosemary McClements - Chair
- Mel Gordon - Vice Chair
- Dawn Kent - Treasurer
- Sue Morris - Secretary
- Bernice Adcock – Speaker Finder
- Wendy McCallum - Groups Co-ordinator deputy
- Lorraine Lenton

No.	Item	Action
1	Welcome and Introductions	
2	Apologies for Absence Gill Allen – Groups Co-ordinator	
3	Sign Trustee Documents Passed to Secretary for filing.	
4/5	Minutes of 21 October 2024 – Matters Arising d) Beacon administrator confirmed there is no facility list members who do not belong to any group. Accuracy of information relies on Group Leaders maintaining Beacon records. Groups Co-ordinator to remind Group Leaders to do so before the next Group Leaders’ meeting in February 2025, and to coach the Group Leaders if their knowledge of Beacon is insufficient. Vice Chair offered to produce said list by exporting Beacon data to Excel.	GA MG
6	Update to national u3a and Charities Commission websites. After discussion it was accepted that the national u3a website has correct contact information. Chair and Treasurer to progress resolution of the on-going issues with accessing the Charities Commission website.	RMcC DK
7	Chair Report – matters arising. a) Chairs write-up of November’s monthly meeting has not been uploaded to website. Vice Chair to do. Chair to notify Web admin in future. b) Article about our u3a submitted to the Spalding Guardian was heavily edited before publication. c) Date of our AGM cannot be moved due to the on-going reconstruction of the u3a National Office policies and procedures. Committee’s concern about our branch no longer being viable after the October AGM due to insufficient committee nominations was once again noted. Membership to be repeatedly forewarned through all available channels from now on. The forthcoming Winter	RMcC

	Newsletter to be edited to include the date of the next AGM. The diary photo frame on the accounts desk at monthly meetings to include an appeal for committee members.	MG SM
8	Risk Assessments a) Hand written assessments produced by Groups Co-Ordinator not yet typed up - deferred to next meeting. b) Walking Groups template has been used by Monday Walking Group with no issues arising. Accepted. c) Hall/monthly meeting assessment discussed and Chair to action agreed amendments. Specific issues arising: rubber floor cable covers to be purchased for audio/visual equipment; a list of branch electrical equipment to be identified for PAT testing – committee member designated to compile list and investigate how to achieve testing.	SM DK MG LL
9	Treasurer Report Accounts perused – healthy and balanced. a) Tai Chi accounts: issues have been resolved (see Chair Report). b) Interest bearing account – in process – deferred to next meeting.	
10	Speaker Finder Report Visit to the Free Enterprise Zone in January is fully booked with a current waiting list of 11. If the visit is successful it will be rebooked for later in the year. March speaker tbc; April speaker confirmed - topic is “Dangers in the Home and how to Mitigate them”. a) May 2025 – VE Day commemoration – Winston Churchill actor has been booked. The cost is higher than usual but other talks during the year are under budget and the branch has funds to cover on this special occasion.	
11	Christmas Meeting Arrangements Table decorations, paper plates and serviettes, and raffle prizes have been purchased – prizes may be augmented by food donations by members on the day. A free raffle ticket to be given out to attending members when signing in. Alcoholic and non-alcoholic wine has been purchased, and pans to heat wine have been loaned by committee members. Members to be advised by email to bring an extra cup id both wine and tea/coffee wanted. Song sheets have been created. All committee members able to attend should turn up at 12.30pm to set up. Chair to request assistance from the membership.	LL RMcC
12	Social Events Committee 50 members have booked to attend the Burtrey Fen organ recital on December 9 th . The venue has capacity for 100+. Deadline to notify venue is Friday 6 th December. Membership to be notified that places can be booked at 5 th December’s monthly meeting and paid for at the venue on the 9 th .	
13	New Member Report New members since last meeting: 6; since 1 st June: 36. Total is 335. Procedure for when a member dies to be defined. Unresolved. a) Chair to provide Treasurer with Health & Safety responsibilities clause. Treasurer to amend master and bring updated copies to December’s monthly meeting. b) New Members meeting at Bookmark shop on held on 8th November; attended by 7 new members, one of whom is keen to start a knitting/crochet group. Groups Co-ordinator to follow up and assist.	RMcC DK GA

