



- Rosemary McClements - Chair
- Mel Gordon - Vice Chair
- Sue Morris - Secretary
- Bernice Adcock – Speaker Finder
- Lorraine Lenton – committee member
- 1 branch member as an observer

[illegible]

	a) May Meeting – Vice Chair to: print off member list for admission; ensure 1 lapel mike, sound system and a small table is available to the speaker; take photos at the meeting. Secretary to: open meeting in Chair's absence; take urn and refreshment supplies to meeting, including 8 pints of milk; purchase and set up union jack flags, bunting and refreshment tablecloths; and write a meeting report. Speaker Finder to ensure changing rooms for speaker are unlocked at the venue. Chair to arrange members for serving refreshments. b) July Meeting (Groups presentation) – in hand; Groups team to update at next meeting.	MG SM BA RMcC WMcM/GA
9	Social Events Committee report – the April trip to Peckover House was unsuccessful as the house was found to be closed on arrival. The May trip to Rail World and two June events (Petanque and a walking tour of Kings Lynn) have been advertised to members. A mooted trip to Lincoln Castle has been deemed unsuitable after reconnaissance; an alternative is to be arranged. Events for the remaining months of 2025 are pencilled in.	
10	Groups Co-ordinator's report: Chair reported in absence of Groups team. Moveable display boards have not yet been purchased- in hand. Male branch members were contacted to ascertain interest in any new groups; a few responses contained suggestions but no offers to organise groups were forthcoming. As the branch offers more than 1 group per 10 members (44/350 approx), which is the ratio suggested by National u3a, it was agreed not to pursue the matter further.	
11	Website – no issues.	
AOB	a) Vice Chair gave notice that he will discontinue producing the Newsletter - the September issue will be his last. Membership to be approached for a volunteer via the Chair's monthly bulletin and in person at the monthly meeting. b) Secretary to update WhatsApp group to include all members. c) Chair to poll membership about views on group evening meetings – most are currently held during the day. d) Secretary to speak to the member who currently organises teas at the monthly meeting, to see if they would like a rota of helpers. e) LL suggested that committee members who intend to step down in October give a short outline of their role at future monthly meetings. f) Chair to check constitution about permitted length of service on committee (continuous or otherwise). g) Treasurer to be asked when/how often cash is paid into bank – a query from a branch member who is considering standing for treasurer. h) New members form to capture whether website was source of information (if it doesn't already) – Secretary to check.	RMcC SM RMcC SM RMcC; BA; MG RMcC DK SM
	Date of Next Meeting 2pm on Thursday 29th May 2025 at Surfleet Village Hall.	

Signed _____ Date _____
Rosemary McClements, Chair