



Committee Meeting 26th June 2025
held at
Frasier Room, Surfleet PE11 4DA

Present

- Rosemary McClements - Chair
- Dawn Kent - Treasurer
- Sue Morris - Secretary
- Bernice Adcock – Speaker Finder
- Gill Allen – Groups Co-ordinator
- Wendy McCallum – Deputy Groups Co-ordinator
- Lorraine Lenton – committee member
- 3 branch members as observers

No.	Item	Action
1	Welcome and Introduction – Chair welcomed 3 members as observers.	
2	Apologies for Absence Mel Gordon – Vice Chair	
3/4	Minutes of Committee Meeting 4th March 2025 ; matters arising:– Home page of the website has not been updated to link to the current 2025/26 membership form. Secretary to liaise with Web Administrator.	SM
5	Risk Assessments – no progress made; deferred to next meeting.	
6	Chair Report – the venue Tonic 44 in Surfleet is revising its hire policy and increasing charges. Groups affected to decide whether to continue using the venue or to make alternative arrangements.	
7	Recruiting for Committee Posts a) Treasurer has produced a list of members who have indicated on their membership form that they are willing to help run the branch. Chair and Treasurer to liaise with member responsible for organising the new members coffee meeting to propose expanding the next meeting to include potential helpers. The nature and extent of offers to help can then be documented.	RMCC/DK
8	Treasurer Report – year end accounts provided by the Treasurer were accepted. 160 renewals to date for 2025/26; more are expected at the July monthly meeting. 6 members have not renewed. It was agreed that the current surplus in funds could be used to provide a cream tea at the October AGM. To be discussed at the next meeting. It was agreed that purchase of upgraded audio equipment would be deferred for the incoming committee in October.	
9	Speaker Finder Report – A branch member has volunteered to stand for the role at the October AGM. The current speaker finder agreed to mentor the incoming Speaker Finder once elected.	BA

	Upcoming meetings: ○ July – Groups showcase (see item a) below) ○ August – Fraud detection ○ September – Elvis impersonator/artist ○ October - AGM – cream tea ○ November – My nights with Will (Shakespeare) a) July meeting – table plan finalised; meeting itinerary finalised and to be communicated to groups by the Groups Co-ordinators and to members via the Chair July bulletin; boards for display have been delivered to Deputy Groups Co-ordinator's home – Chair to organise transport to Surfleet Village Hall store room.	GA/WMcC RMcC RMcC
10	Social Events Committee report – the Kings Lynn trip was a success. The committee reasserted that no refunds will be issued for no-shows except in extraordinary circumstances. The trips to Bay Tree and the Brewery have not attracted many members. Both to be advertised at the July meeting but committee to discuss the frequency of outings at a later date. August trip to Vine House Farm will soon be advertised to the membership. One event per month is planned for the rest of 2025. Chair informed committee of possible opportunity for group booking for the pantomime at South Holland Centre in December.	RMcC
(not on agenda)	Groups Co-ordinator's report – The Stamp Collecting and Colouring for Mindfulness groups have closed. The evening dining group currently has a vacancy for Group Leader.	
11	Website – web admin had two requests: a) Documents submitted for inclusion on the website should be accompanied by the original photographs. Photos embedded in the document are sometimes not of a high enough resolution for the website. Website to be updated with this information. b) Group leaders and/or Groups Co-ordinators to notify web admin of any changes to groups eg venue, leader etc. in order that information on the website is current and accurate. Both a) and b) to be covered in the next Group Leaders meeting.	GA GA
12	Informal feedback from observers – clarification sought on committee number and roles. Four posts are mandatory (Chair, Vice Chair, Treasurer and Secretary). Committee should comprise a minimum of 8 members. Not all committee members have a designated role. It was highlighted that members without post could help by leading specific one-off tasks.	
AOB	a) Printer – the secretary had reactivated the Hewlett Packard Instant Ink membership, but with a limit of 50 sheets per month included for £6.98 per month. Extra sheets can be printed for £2/10 pages. Up to 150 unused pages can be rolled over each month. b) Vice Chair will produce his final Newsletter in October. No volunteers so far to take on the role. It was noted that much of the content is available to members on the website.	
	Date of Next Meeting 2pm on Thursday 31st July 2025 at Frasier Room.	

Signed _____ Date _____

Rosemary McClements, Chair