

EMS VALLEY U3A - COMMITTEE MEETING

TUESDAY 17th September 2024 – MOUNTFORD 3 E.C.C.

Those present:

Tim Mathews (Chairman & Webmaster), Rod Lipscombe (Vice-chairman),
Dbee Robinson (Business Secretary), Ann Sims (Groups Coordinator),
Karen Rodger (Beacon Administrator), Hilary Street (Treasurer),
Liz Rosoman (Minutes Secretary)

1 Apologies: Margaret Melhuish

2 Minutes and Matters arising: the minutes had been read and were agreed. Karen made the point that the minutes should not be published on the website until they have been read and agreed by the Committee. Therefore, it was agreed that the draft minutes will be sent out to all the Committee. When they have been approved by the Committee at the next meeting, Tim will publish them on the website.

3 Business Secretary's Report:

3.1 It was noted that the accounts still need auditing. Hilary pointed out we have until December.

3.2 Post AGM + Requirements (YET TO DO)

a Complete Charity Commission Return with Treasurer within 10 months of the end of our financial year (= January & Only possible after Treasurer accounts are Audited)

b www.gov.UK/Organisations/Charity-Commission.

3.3 Action: Dbee to update when possible with help from Treasurer Documents awaiting approval, change or reject:

a *ev_u3a_com_00 Rev 0 Document management procedure*

Action Dbee - Update document procedure to include where all documents are saved, how long they are held and disposal requirements

b *ev_u3a_com_19_rev_6 Equality_Diversity_and_Inclusion_Policy*

c *ev_u3a_com_22_rev_4 - Ems Valley u3a Safeguarding Policy and Procedure*

d *ev_u3a_com_32 Financial Policy* -> awaiting final draft from Hilary

Action: Dbee - Move all documents to Workspace, inform committee where documents are held, and send list to each committee member informing which documents require review.

Action: ALL Committee - Review all documents. When committee member has completed review of all documents updated list sent by Dbee with any changes, rejection or approval of each document.

3.4 Risk form issues - When to complete one, why and benefits.

a *ev_u3a_risk_35 rev 0 Risk assessment Policy* and procedure for all.

Action: Dbee - to update risk procedure why we create them and the benefits (ie protect the group leader - shown due diligence)

3.5 Policies on the Charity Commission website updated (1 to do)

3.6 Engaging external speakers at charity events policy and procedures.

Action: Rod to create simple guidelines for this task.

4 Treasurer's Report:

4.1 Nothing to report. Hilary to check that the finance policy has been sent to Dbee.

5 Membership Report:

5.1 There are currently 517 members.

5.2 The July meeting was attended by 73 members.

5.3 Date for New Members Coffee Morning – Wednesday 23rd October starting at 11.00 am to 12.00 noon. Ann confirmed the booking has been made in Mountford 3. We can gain access from 10.45 am and the next hiring is at 2.00 pm.

6 Groups Report:

6.1 We currently have 53 Groups.

6.2 The proposed Quiz Group did not have sufficient interest to become a viable group.

6.3 There was discussion about the possible need for a minimum number in a group, but the conclusion was that this was not required as there is a need for flexibility.

7 Website: Nothing new to report.

7.1 Action: Tim to send out a link to the author guide on the website to committee members.

8 BEACON:

8.1 There had been a change whereby group leaders could look in the ledger section and add things. This was of concern to Hilary. Karen has taken this access away to avoid confusion.

9 Monthly Meeting:

9.1 July speaker – Wayne Newton was well received.

9.2 After tea – The Estuary Men went down very well and will be asked to return at some point.

9.3 Next meeting – Gale Pettifer has been contacted by Rod to confirm but she has had to cancel. Rod has managed to book Lawrence Scales who will be talking about Georgian Science. After tea – Pilates demonstration.

9.4 Rod reported that speakers for all 2025 dates are now booked.

9.5 There has been difficulty in finding volunteers to fill the after-tea slot. Rod to contact the museum to see if this is a possibility.

10 AOB

10.1 Yvonne Watkins had emailed Tim regarding a request for ex-teacher volunteers to help with The Sanctuary charity which provides extra language support for refugee children in local schools. Rod will contact her suggesting she could provide flyers to be available at the next monthly meeting and perhaps for her to fill the after-tea slot in January.

10.2 National Vice Chair Voting – Tim to cast vote on behalf of committee.

10.3 Christmas lunch – Tim to send email to members next week giving date.

10.4 Online membership – There were ongoing discussions regarding Go Cardless and Paypal. To start with, Hilary will set up Go Cardless as approved by the Committee.

10.5 Ann will be retiring at the next AGM. Grateful thanks were given for all her many years of hard work.

11 Meeting closed at 11:20

12 Next Meeting: Tuesday 15th October 2024 (every 3rd Tuesday)