

**Christchurch u3a Committee Meeting
MINUTES
Tuesday 22 October 2024
Somerford ARC, Christchurch**

Present: John Bell (JB) (Chair), John Fairbairn (JF), Sue Fillery (SF), Ian Peterkin (IP), Kathleen Smith (KS), Rosemary McCulloch (RM), Jackie Sherman (JS), Sue Crosoer (SC), Phil Erwin (PE)

Apologies: Paula Watton (PW), Eileen Lancaster (EL), Elaine Trayler (ET), Judy Hall (JH),

<p>Minutes of meeting 24 September 2024 were approved.</p>	
<p>Matters Arising</p> <ol style="list-style-type: none"> 1. JB is in the process of updating the diisciplinary procedure policy. 2. KS has renewed the Microsoft license. 3. The annual audit has been completed by Sarah Howell-Davis. The report is published in the AGM booklet. 4. PE will assist EL in collecting membership subscriptions. As Assistant Treasurer PE agreed to become a Trustee. SC will consider becoming a Trustee. 5. SC thanked everyone for their support in helping her become conversant with the Venues Secretary role. The administration changes made by IP have made a big difference to the amount of work involved in the role. 6. JB thanked IP for compiling the AGM booklet and posting on the website. JB will email all members to let them know the AGM booklet is now available on the website. 	<p style="text-align: center;">SF</p> <p style="text-align: center;">JB</p>
<p>Treasurer's Report</p> <ul style="list-style-type: none"> • KS reported the franking machine had been returned to the supplier and a refund made on unused postage. In future all u3a communications will be made by email. It will be decided at the next committee meeting how the 25/26 Programme will be distributed and how to communicate with members without email. • PE has been included as a signature on the Bank mandate. • Further to KS's proposal to PSX regarding the ongoing problems with PSX and u3a members she had sent another email to which no reply has been received. The proposal is that £4000 will be paid to PSX to cover u3a members 	

<p>attending groups at the PSX until the end of December, which is the end of the PSX financial year. Thereafter a venue fee of £20 an hour will be paid. In the meantime, without the proposal being agreed and much to the annoyance of KS and JS, PSX has spoken to u3a Group leaders regarding the proposal. PSX has now said Stuart McQuirty will reply on his return from holiday. The Lets Dance group currently held at PSX has been found a new venue. It was recommended new venues should be found for all u3a groups held at PSX.</p>	
<p>Chair's Report JB, JF and JS are currently dealing with a membership dispute. When a decision on the dispute has been reached JB will contact TAT for guidance.</p>	<p>JB</p>
<p>Committee Members Reports There were no matters arising from the reports. JB thanked SC for her comprehensive report on Venues and again thanked IP for all his input on reducing the workload of the Venues Secretary.</p>	
<p>AGM nomination forms Nomination forms for committee roles should be completed by 7 November. If more than one nomination for a role is received a vote will be held at the AGM. To enable succession planning it would be beneficial if all committee roles had a deputy. JB said he would step down as Chairman in November 2025. JF and SF said they would also like to step down.</p>	
<p>AGM Planning Preparation for the AGM has been completed. EL will provide a members list to ensure a quorum is present.</p>	<p>EL</p>
<p>A.O.B.</p> <ul style="list-style-type: none"> • JS reported a Group Leader had not, despite reminders, paid their membership subscription. In accordance with TAT rules, Group Leaders must meet membership criteria and if a group leader is not a u3a member the Group is not covered by public liability insurance. It was agreed that if the Group Leader does not pay the full membership subscription the Group will need to be shut down. SC will inform the Group Leader of this decision and will let JS know the outcome. If the Group is shut down JS will advise the members accordingly. 	<p>SC JS</p>

<ul style="list-style-type: none">• JF reminded the committee the New Members coffee morning will be held on 30 November between 10.00-12.00 at Druitt Hall. All committee members are welcome to attend.• JB said the committee will undertake a Corporate Risk Assessment in the new year. To meet with the requirements of the assessment it is important that training of Trustees is provided. This will be discussed at the next meeting.	
Date of Next Meeting. 26 November 2024 at 14.00 at Somerford ARC, 20 Southey Road, Christchurch BH23 3EH	