

**Minutes of Committee Meeting held at the
Laura Trott Centre at 1.30pm on Thursday, 20th February 2025**

Steve Sell (SS) Chair	Christine Luff (CL) Secretary
Stewart Walter (SW2) Vice Chair	Frank Sluter (FS) Groups Coordinator
Christine Folland (CF) Membership Secretary	Malcolm Luff (ML) Committee member
Rob Scott (RS) Treasurer	John Durrant (JD) Events Coordinator
Vanessa Lucas (VL) Website Coordinator	Heather Douglas (HD) Committee member
Sue Allum (SA) Speaker Secretary	Brian Peel (BP) Assistant Treasurer
Andy Smith (AS) Committee Member	Tony Knight (TK) RUGs Coordinator
Stewart Wagstaff (SW) Ast Program Editor	Jo Ware (JW) Committee Member

1. Apologies: Peter Harris, Margaret Partridge. Tracy Frost attended as an Observer

2. Minutes of the previous Meeting held on 16th January 2025 agreed.

3. Matters Arising from the Minutes, not being discussed later:

- Sue to provide a list of speakers, with recommendations to the East Herts network 4. Sue to forward to Steve who has East Herts contact details. Completed.
- Stewart to print out new posters and distribute. Done.

4. Chair's Report:

Welcome all to our February committee meeting.

Our January meeting was well attended. Following the quieter December meeting it was good to see the buzz in the hall once again. The speaker Barbara Dalby presented an interesting talk on Bees and Beekeeping. I was amazed at how much was involved. The talk was well received by the members.

Despite the good turnout there were plenty of newsletters/programmes/magazines (what do we call them?) left over at the end of the meeting. As usual Steve Gollop took a handful around to the library and I filled three display slots at the leisure centre entrance. They were clearly picked up by members and others over the next couple of weeks as I noticed numbers diminished gradually and I tidied up the stacks several times.

I have just received a reply from Lewis Cocking confirming details for the Older Persons' Fair at Halsey Hall on 4th April. It advises that it will run from 10am until 2pm with setup from 9am. I have a

form to return, and I will pass a printed copy of this around so that we can discuss how we complete it.

There followed a discussion about questions to the speaker from the floor. When time allows we usually open the floor for questions. People asking questions are requested to use a microphone so everyone can hear, although it was noted that we generally only have 1 hand-held microphone available so there is a delay in getting this to the audience member. It was also noted that once the speaker has finished, a lot of members start to leave rather than listening to the questions and answers and this does not reflect well on our u3a. It was agreed that as a general rule we should not open up the floor for questions but suggest that people approach the stage to ask questions individually. This has the drawback that the audience does not hear the question or the answer but with all the audience movement this is perhaps the case anyway.

Action: suggest to speakers to take questions on a 1-to-1 basis at the conclusion of their presentation.

5. Vice Chair's Report:

The January meeting was well attended and our speaker Barbara Dalby was well received with her talk on Bees and Bee Keeping and also sold a number of samples from her different types of honey. We held the new members coffee morning at LT café on the Monday following the meeting but once again no "new members" turned up. As we start registration for membership renewals this month it may be that we start to get more new members/rejoiners over the next couple of months so it is probably worth persisting with these mornings at least until April, but review then if there is still little or no take up. We can also then review the effectiveness of the new members meet and greet ahead of the main meeting proposed and run by Margaret.

As part of my actions from the committee meeting I printed and distributed posters publicising Cheshunt u3a on the Tesco notice boards (Brookfield and The Pond) and at the Library where I spoke to Andi, the manager. She suggested that we get involved with "Love Cheshunt" which she said was now starting to grow with regular meetings and would be an opportunity for networking. I have subsequently checked their website and it still seems to be pretty low key with only 2 local businesses driving it. For the moment I don't feel that it offers us much by way of publicity but will continue to monitor.

Finally, it does seem that our lobbying is paying off with people now beginning to step up to the committee posts which will become vacant in March.

6. Business Secretary's Report:

u3a mailings circulated and contacts received via website responded to.

Age Friendly replied re a table saying they would like to come along in July and will get back to us on this.

There followed a discussion about the email received by Christine F with an offer of ballroom and Latin dance classes offer by a couple based in south-east London, which had previously been circulated to

the committee. It was agreed that Christine F should respond to them for more information on charges, venue and what other u3a's they have worked with.

Action: Christine F to contact for more information.

7. Treasurer's report:

Monetary Assets as at 19th February 2025

Main Account	£5,308.12
Groups Account (Restricted)	<u>£17,064.57</u>
	£22,372.69
Cash Floats:-	
Membership Secretary	£50.00
Books	£5.00
Cash in hand held by Groups	<u>£2,520.46</u>
	<u>£24,948.15</u>

In the last month we have received Membership Fees of £15.00, books of £19.50, puzzles of £29.50, raffle £110.10, refreshments of £21.85 and a write back of £115 for the Zumba float that was no longer needed. Groups also paid in £15,414.53

Payments made were:- Printing of the January news letter £180.00, the January speaker £60.00, deposit for the committee dinner £50.00, a write back to the singing group for the December entertainer £100.00 and a write back to Exploring London 2 of £229.50 for two bank errors last year. The Groups payments amounted to £12,108.47

The accounts for the year to 31st October 2024 will be with the Independent Examiner (Auditor) this afternoon after our meeting and should be ready for printing by the end of the month.

Rob also circulated a list of fixed assets for committee members to confirm whether or not they were still in possession of the items as listed.

8. Membership Secretary's Report:

The two additional renewal dates of 6th and 12th March from 13.00 to 15.30 have been confirmed with LT.

Action: Christine F and Andy will attend both days with Stewart Wagstaff, John and Tony on the 6th and Heather, Brian and Tony on the 12th. Tony will organise refreshments.

There are a number of renewals already "in the system" and CF will process in due course. Gift aid forms have been prepared and these will be separate from the membership forms so that members are made aware of the implications of signing up for gift aid.

Brian is 90% there on completing the requirements to register with HMRC for gift aid. One thing left is a requirement for personal details of 2 trustees. Rob Scott and Stewart Walter agreed to provide. It was noted that we do not have to start claiming gift aid immediately. We would collect membership fees first and then put in a claim so there is no immediate pressure to complete the process.

Action: Brian to contact RS and SW2 to obtain necessary information.

CF will print membership renewal, new members and gift aid forms for next weeks meeting. She will provide templates to Vanessa to be sent to the printers for printing of larger numbers for the subsequent renewal days.

Action: CF to provide templates of forms to VL for commercial printing

We currently have 781 members in total and 280 attended the January meeting.

Christine has created a new RUGs group on Beacon but needs Tony to provide a list of names to populate the group.

Action: Tony to provide CF with a list of RUG's names to populate the RUGs group she has created.

9. RUG Co-ordinator's Report:

Tony stated that Ann and Margaret are happy to do the tea bar on a permanent basis and he will add a third person to the team on a month-by-month basis so that they all get a chance to visit the tables during the meeting. For February the third person will be Hilary.

Tony is still recruiting new RUGs but it was mentioned that there had been some feedback that existing RUGs were not being utilised on a regular basis. It is a difficult task to make sure that everyone who volunteers feels valued and involved, but something we need to be aware of.

It was reiterated that Tony needs to provide a rota to the secretary with a 3-month schedule so that if he is not available for a meeting the secretary can confirm that all posts are filled. It was noted that with a 3-month lead time this rota could not be final but the idea is for it to provide at least a starting point in Tony's absence.

Action: Tony to draw up a rota for minimum 3 months future meetings and provide to Christine L for distribution. To be updated on a monthly basis.

10. Speaker Secretary's Report:

Sue provided a list of speakers to Vanessa and Stewart up to and including September 2025.

This months speaker is Philip McKinder who will talk on "Copped Hall, a most understated History". He will bring his own equipment as a backup. He will require a table and access to the hall through the back door.

Sue raised the question of the Christmas meeting, stating that it was now too late to book an outside entertainer. It was agreed that our intention is to repeat the format for last year, with the A-Train and Singing for Fun group providing the entertainment. Any additional guest performers (as per last year) would be welcome if available nearer the time. There was discussion about moving the raffle to the end of the meeting to ensure that members stay until the end. This is a subject requiring more discussion with a decision nearer the time.

11. Group Co-ordinator's Report:

Frank reported that "Love to Dance" has still not started, but is imminent.

The community table is required for this month

12. Website co-ordinator's Report:

Vanessa reported the website was still working well although the number of "hits" in November/December was down, as to be expected at that time of the year. She told the meeting that items posted on the website could lead to unexpected results in Google searches, e.g. the recent kayaking course leading to worldwide hits for people searching on "kayak"!

It was noted that a new link on the website to the gift aid form will be required.

13. Programme Editor's Report:

There were a lot of programs left last month so the number for February will be reduced to 550.

This months program will have information on gift aid, CF to provide text.

No amendments to the committee members list will be made until after the AGM in April.

14. Events Co-ordinator's Report:

John has ordered a new urn to replace the one which was broken. Stewart Wagstaff has also sourced 2 second-hand urns which he has donated, so we now have a spare.

New parking permits were provided by LT. They do not need visitors to enter their registration number.

Standard layout for the meeting. Speaker requires a table.

15. Any Other Business:

- **Past Chairs**

Andy proposed the idea of producing an enamel lapel badge with a Cheshunt u3a Past Chair inscription to be given to past chairs. The 2 past chairmen on the committee were undecided

whether or not they were in favour and it was agreed that Andy should investigate further and obtain costs and then we could consider at the next meeting.

- **New Members Welcome**

Stewart Walter confirmed that comms with Margaret Partridge confirmed that she would trial the new system of a pre-meeting table ahead of next Thursdays meeting. It was pointed out that 2 people would be required to allow somebody to approach people in the queue whilst the other was at the table. This was left for Maragret to sort out although we should contact Jan Speller to see if she would assist. It was also agreed that we continue with the existing new members table in the hall, to be manned by Jan. Alan Angel is very good in this role and can assist if available.

- **Vacant Committee Positions**

At the meeting Stewart Walter confirmed that he will stand for position of Chair and that Jo Ware will stand for position of Vice-Chair. Andy confirmed he would take over the Membership Secretary role. Heather confirmed that she would take over as Secretary if nobody else could be found. Tony said that he had a potential candidate for Secretary, Isabel Martin, who he would approach again.

16. Main Monthly Meeting: 1.30pm on Thursday 27th February 2025

17. Next Committee Meeting: 1.30pm on Thursday 20th March 2025

The meeting closed at 15.40