

**Minutes of Committee Meeting held at the  
Laura Trott Centre at 1.30pm on Thursday, 19<sup>th</sup> September 2024**

<b>Steve Sell (SS) Chair</b>	<b>Malcolm Luff (ML) Committee member</b>
<b>Stewart Walter (SW2) Vice Chair</b>	<b>John Durrant (JD) Events Coordinator</b>
<b>Stewart Wagstaff (SW) Asst. Program Editor</b>	<b>Rob Scott (RS) Treasurer</b>
<b>Vanessa Lucas (VL) Website Coordinator</b>	<b>Peter Harris (PH) Committee member</b>
<b>Sue Allum (SA) Speaker Secretary</b>	

**1. Apologies:** Christine Luff, Christine Folland, Tony Knight, Frank Sluter, Heather Douglas, Andy Smith, Brian Peel

**2. Minutes of the previous Meeting** held on 15<sup>th</sup> August 2024 agreed.

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

Peter Harris to investigate the possibility of providing some piano lessons with a member of the A Train – no further word from the member so no further action

A4 Poster for Tesco Notice board - SW to produce. Done

**4. Chair’s Report:**

Welcome to our September meeting. The substitute speaker in August went down well again. Chris Truran kindly stepped in at short notice and delivered another interesting and lively romp entitled First Forensics with a further dose of stupid criminals along the way.

On Monday I finally received confirmation from his secretary that Lewis Cocking would be attending the u3a day at Brookfield at some stage with apologies for the delayed response.

There was a reasonable number of programme/newsletters left over last month and these soon disappeared from the racks outside the centre so please can we keep the order at 600 again for this month.

We need to finalise re the Group Leaders meeting today and consider dates and venue for our Committee meal in the new year.

Can we also discuss today the situation regarding the need to fill specific positions on the committee next year.

## 5. Vice Chair's Report:

Our August meeting was well attended and Chris Truran stepped in at short notice as speaker to deliver an entertaining talk on First Forensics. There seems to be a trend for the number of people who leave after the raffle and before the speaker to have diminished and hopefully this will continue, given the quality of speakers that we engage. The weather had cooled off a little and the temperature in the sports hall was acceptable, although I did note that some people had brought hand held fans as per the emailed advice

We now have a poster advertising our u3a on the Tesco's community board so thanks to several committee members who made suggestions to improve my original draft. I believe that arrangements for the u3a day next week are all in place and hopefully the weather will be kind and the event successful.

## 6. Business Secretary's Report:

u3a mailings circulated, including poster for "slipper swap" event being held by Cheshunt Library on Tuesday 22<sup>nd</sup> October 2024 from 10am to 1pm. Andrea Mian will drop off some hard copies to us at our main meeting next week around 1pm on Thursday 26<sup>th</sup>.

Margaret Partridge is unable to help on the New Members table at this month's meeting as she will be on holiday.

Can new members be advised that they will need their membership cards for registration when attending the main meetings. (At last month's meeting it seems that some didn't know they had to sign in).

## 7. Treasurer's report:

### Monetary Assets as at 17<sup>th</sup> September 2024

Main Account	£7217.36
Groups Account (Restricted)	<u>£19,245.39</u>
	£26,462.75
Cash Floats:-	
Membership Secretary	£50.00
Books	£5.00
Cash in hand held by Groups	<u>£2,520.46</u>
	<u><u>£29,038.21</u></u>

Since 7<sup>th</sup> August until last Tuesday, we have had £109 membership fees paid in with the Square deductions of £1.64. Sue paid in £127.50 from the August raffle and the Groups have paid in £7308.95.

Payments have been the printing of July and August programmes £312 and £286.06 for Third Age Matters to March 2025. The hire of the bar area and main hall to December were £162.15 and £829.47 respectively. The August speaker was £95, while the u3a banner and leaflets were £62.99. Refunds to members for cancelled trips was £175.50 and lastly Group payments were £13,097.94.

All Groups are reasonably flush as shown by the sheet you have: pickleball is languishing slightly, but then I have recently paid their hall hire up to December. Zumba has now ceased but Trudy wants to use the balance to treat her members for some free sessions.

Back in August I made a spreadsheet detailing the balance held in the Group bank account from October 2018 and during that time it has never dropped below £10,000. I think that we could well invest £5000 in the CAF bank (Charities Aid Foundation) which supports many charities. As mentioned in my June report, they have a 4.5% savings account which I feel would be an ideal place to leave some of our finances. It is used by National Office.

***Note: this proposal was agreed unanimously by the committee at the meeting. Rob to action.***

I've had a lot of trouble with the Charity Commission accepting our latest accounts and Trustees Report. They have to check through over 650,000 charity accounts and pick on one now and again to make sure that everything is OK. They didn't like our format of the Independent Examiners Report and I had to produce another one and get it signed by Chris Hewkin. Fortunately, everything is now OK.

For me to fully function with the Charity Commission, it is my role to inform then of all changes within the committee. While serving as committee members we are all Trustees of Cheshunt u3a and to that end the commissioners require me to give certain details to them: our date of birth, full address, telephone number, email address and whether or not we are a trustee of another charity. On 9<sup>th</sup> August I sent an email to Tony, Brian and Vanessa asking for those details. Brian replied immediately but I've had nothing from Tony despite a follow up reminder. I had a reply from Ray to say he is not on the committee. Vanessa has expressed concern over giving out all this information. If someone doesn't provide this information they cannot be a Trustee.

*Discussion then followed where Vanessa pointed out that anyone could access the personal information related to Rob and she did not want her own information to be freely available to anyone on the web. Rob informed the meeting that his information was publicly visible because of his role as treasurer, but information relating to other Trustees was kept confidential and not available to the public. Vanessa was satisfied with this and gave Rob her information. It was suggested that Rob now contact Tony personally (by phone or at next weeks meeting) and explain the situation in an effort to obtain his information.*

Rob then reported that Christine F was still to arrange her change of name with our bank in respect of signing authority. This needs to be done in person and Christine has no Lloyds bank close to

home. It was also agreed that with Christine L leaving the committee later this year we need to add 2 more signatories. It was agreed that these should be Stewart Walter and Brian Peel.

**Action: Stewart Walter and Brian Peel to be added as account signatories**

There then followed a discussion about Brian's role and how the "shadowing" of Rob was going and what was being achieved. It is key that should Rob not be available for a period for any reason then it is critical that the treasurers function can be picked up by Brian.

Brian was not able to attend the meeting so it was agreed that Brian, Rob and Steve (with his accounting background) should meet and discuss the role, what we are trying to achieve and the best way forward.

**Action: Brian, Rob and Steve to meet and discuss.**

**8. Membership Secretary's Report:**

I will not be able to attend this months meeting but Chris Bolton and Frank are going to man my table on Thursday.

Last month was the quietest for some months with 5 new members and 2 renewals but all still going very well

There are still about 40 cards awaiting collection but that's not unusual.

**9. RUG Co-ordinator's Report:**

Alan and Ann will be running the tea bar.

Alan Angel and his wife will be helping Jan on the new members table because Jan has to leave the meeting early.

Meeters and Greeters will be Jean plus Barry and Jan Wallace (CL to confirm with B&J)

John and Malcolm will look after the information table in Stewarts absence.

**10. Speaker Secretary's Report:**

Our speaker Simon Keable-Elliott is coming by train and bringing a laptop and HDMI lead to plug into our projector. He will also bring a usb stick so I think we should have our equipment ready as well. He needs a table for books.

I emailed Chris Truran to thank him for filling in at short notice and told him his presentation was very much enjoyed.

I have not received any message from Deborah Williams-May from Herts police to explain why she did not come and suggested she might like to come along to this next meeting. I have not yet received a reply.

Could Stewart or Andy ring our October speaker Martin Orkin to discuss his query regarding linking up his PowerPoint and slide presentation with our equipment. His number is 07979770899.

**Action: Stewart to call Martin Orkin**

## **11. Group Co-ordinator's Report:**

Trudi Marion is unable to lead the Zumba Gold Group anymore as she has to look after her sick husband full time. She has asked members of the group to step forward and lead but without success. The group will continue independently not under the u3a umbrella.

I was informed that Mary Hanney had a disagreement and had stepped down from leading the Short Mat Bowls group. I contacted her a couple of days later and she confirmed this as correct. Fortunately, Jo Ware has stepped forward and will take over with immediate effect.

So far I've been unable to order 2025 u3a diaries. u3a Branding have been contacted and they stated that they will not be on sale until the first week in October. I will order them then. (Last year the diaries were in my possession the first week in August). I intend to invite the Group Leaders to the lunch on 17th October after I return on the 23rd September.

## **12. Website co-ordinator's Report:**

Vanessa reported the website was still working well. Nothing else to report.

## **13. Programme Editor's Report:**

For this month's issue we will require 700 so that we have 100 available for the u3a day. John will collect from the printers.

## **14. Events Co-ordinator's Report:**

All went very smoothly at the August meeting. Noted that the speaker this month requires a table.

We are still not sure if the community table is required this month, there has been no response from Herts police who did not turn up last month.

## **15. Any Other Business:**

- **u3a day: Wednesday 25<sup>th</sup> September**

We will aim to set up at 9am and run the event from 09.30 until 15.00. **Rob will bring the gazebo for 9am**

Steve Gollop has offered to take over as lead organizer for the day. Steve has the table cloths following last month's meeting.

Kirstan at LT staff has agreed that we could borrow 3 tables from them for the u3a day. These will be available to collect from the back door at LT from 8am. **Stewart Walter, Steve G & John D to collect at 08.30**

Steve has invited our new MP, Lewis Cocking to attend on the day and received confirmation from his office that he will do so, although when and for how long was not specified.

Stewart Walter has prepared a rolling PowerPoint for the u3a day and will bring on laptop with large screen TV. Power required – socket needs a ladder to reach. **ANDY will bring a folding ladder and security lock for laptop. STEWART will bring laptop, TV screen and extension lead.**

**Christine has received 100 new brochures from u3a and 10m of bunting. John D has these and will bring on the day.**

**Stewart has a copy of our insurance (printed by Christine) which must be shown to Lynn at Tesco on the day.**

**The A Train also require a table so request ANDY to bring his folding table.**

In order to ensure that we have coverage throughout the day the following rota was agreed:

<b>BUILD 9am</b>	<b>09.30 – 11.30</b>	<b>11.30 – 13.30</b>	<b>13.30 – 15.00</b>
Steve	Steve	Steve	Steve
Rob	Rob	Heather	Christine
Stewart	Andy	Tony	Malcolm
John	John		Sue
	Stewart		Stewart

- **Christmas Meeting**

At last months meeting we successfully tested playing Barry's backing music through our sound system via the Bluetooth to jack plug conversion device purchased by Andy. So Barry is now happy for the singing group to perform.

It is planed for the A Train to perform a first set of Christmas music, followed by the singing group and then the A Train with more "dance" music.

- **Group Leaders Lunch**

This will be held on Thursday 17<sup>th</sup> October starting at 12.30 before the committee meeting.

We agreed that the membership list and group photos should be topics for the GL lunch along with a presentation on the new website.

**Action: the rolling presentation for u3a day can be run in the background to show the sort of group photos that we need (SW)**

**Action: Vanessa to put together a few slides to showcase the website and to encourage GL's to take ownership of their own webpages, putting on information and photos.**

We should hope to use the LT screens for these presentations.

**Action: Stewart Walter will check with Kirsten after the main meeting next week**

We also need to check with the new café to see if they can provide catering. Suggested numbers for catering reduced to 35 this year

**Action: John to check with the café regarding catering.**

- **Charity Sponsorship**

Stewart Wagstaff brought to the attention of the meeting the case of a member approaching individual group members directly for sponsorship. Stewart had told the member that he should not do so, it is fine to tell people about the fund raising but not to then directly ask people. The member had persisted in another group which was not acceptable. It was felt that this was a "one off" and no further action needed at this stage, but for any future situation the non-direct approach rule should be applied.

- **New Committee Members**

Malcolm and Steve both raised the issue of recruiting new committee members, stating that we cannot afford to be complacent as replacements need to be found ahead of next years AGM. For the position of Chair, realistically that will need to be someone from the current committee. If a new secretary comes from outside the committee that person will need to be recruited ASAP so as to have a period shadowing. It was accepted that very few people "volunteer" so that committee members need to be proactive in identifying likely candidates and persuading them to take on a role. We will also continue with appeals in the program and from the stage at monthly meetings.

**16. Main Monthly Meeting: 1.30pm on Thursday 26<sup>th</sup> September 2024**

**17. Next Committee Meeting: 1.30pm on Thursday 17<sup>th</sup> October 2024**

*The meeting closed at 15.40*